



MICROSOFT TRAINING

Microsoft Sharepoint Training Certification Courses

Master Microsoft SharePoint to organize, share, and manage content effectively, boosting your team's collaboration and productivity.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

This Microsoft SharePoint Training Certification course provides an immersive and practical deep dive into leveraging SharePoint Online for robust collaboration, document management, and business process automation. Participants will gain comprehensive skills in administering, configuring, and utilizing SharePoint's powerful features to create efficient digital workspaces. We will explore core technologies like SharePoint sites, lists, libraries, and integration capabilities with the broader Microsoft 365 ecosystem, equipping you to transform organizational communication and productivity. This intermediate-level course, delivered over 2 focused hours, is designed to elevate your expertise quickly and effectively.

Upon completion, you will be proficient in managing content, configuring permissions, automating workflows, and optimizing SharePoint for your organization's specific needs. The professional benefits include enhanced efficiency in managing information assets, improved team collaboration, and a significant boost to your career prospects in roles that demand strong enterprise content management and collaboration platform expertise. This certification validates your ability to design, implement, and maintain effective SharePoint solutions, making you an invaluable asset in any modern IT environment.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with SharePoint Online

- Understanding SharePoint Online vs. On-Premises
- Navigating SharePoint Sites and Components
- Introduction to Site Collections, Sites, Lists, and Libraries
- SharePoint User Interface and Web Parts

02 Module 2: Managing Sites and Permissions

- Creating and Configuring Team and Communication Sites
- Understanding SharePoint Groups and Permission Levels
- Assigning Unique Permissions to Sites, Lists, and Items
- Inheritance and Best Practices for Security

03 Module 3: Document and Content Management

- Working with Document Libraries: Uploading, Syncing, and Sharing
- Versioning, Check-in/Check-out, and Content Approval
- Creating and Managing Custom Lists and Libraries
- Content Types, Site Columns, and Metadata

04 Module 4: Enhancing Collaboration and Automation

- Co-authoring Documents and Real-time Collaboration
- Integrating SharePoint with Microsoft Teams and OneDrive
- Introduction to SharePoint Workflows and Power Automate
- Building Simple Business Process Flows

05 Module 5: Customization and Administration Basics

- Customizing Site Pages and Navigation
- Applying Site Themes and Branding Elements
- Basic Site Usage Reporting and Analytics
- Governance Considerations for SharePoint Environments

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **SharePoint Administrator**
- > **Collaboration and Content Manager**
- > **Information Architect (Microsoft 365 Focus)**

FREQUENTLY ASKED QUESTIONS

Q: How will this Microsoft SharePoint certification enhance my career trajectory in IT administration or digital content management?

This certification significantly bolsters your profile for roles requiring expertise in enterprise content and collaboration platforms. You'll gain practical, sought-after skills in managing and optimizing SharePoint environments, making you a key asset for organizations looking to improve digital workplace efficiency. This can lead to promotions within existing roles, or open doors to specialized positions like SharePoint Administrator, Collaboration Specialist, or even contribute to an Information Architect role focused on Microsoft 365 solutions.

Q: What foundational knowledge or prior experience is recommended before enrolling in this intermediate SharePoint training course?

While this is an intermediate course, it is designed for individuals with a basic understanding of computer operations and familiarity with the Microsoft Windows environment. Prior exposure to Microsoft Office applications (Word, Excel, Outlook) and a general understanding of cloud services (like Microsoft 365) will be beneficial, though not strictly required, to maximize your learning experience.

Q: Upon completing this course, what specific SharePoint features will I be proficient in managing and configuring?

You will achieve proficiency in a range of critical SharePoint features. This includes creating and managing various types of SharePoint sites (Team, Communication), configuring granular permissions, effectively managing document libraries and lists, implementing content types and metadata for better organization, and initiating basic workflows using Power Automate. You'll also be capable of customizing site appearance and integrating SharePoint with other Microsoft 365 applications for enhanced collaboration.

ABOUT COMPUTER PRIDE

East Africa's Premier IT Training Center



With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke