Microsoft SharePoint Training Course

07 - 11 Sep 2026
Madrid (Spain)

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Microsoft SharePoint Training Course

Ref.: 15323_304232 **Date:** 07 - 11 Sep 2026 **Location:** Madrid (Spain) **Fees:** 6200 **Euro**

Introduction:

This comprehensive five-day Microsoft SharePoint training course is designed to equip participants with essential skills to harness SharePoints robust platform for team synergies and departmental collaboration within an organization.

Unlike those who delve into SharePoint features on an ad-hoc basis, potentially overlooking much of the platform capabilities, this course ensures that you are versed in the most productive uses of SharePoint, encompassing all relevant concepts and functionalities pertinent to SharePoint Server in both Standard and Enterprise editions.

Targeted Audience:

- SharePoint site owners who are the primary administrative users of SharePoint sites.
- Managers of departments, project managers, and organizational trainers who wish to leverage SharePoint for project coordination and training resources.
- Support professionals such as helpdesk staff and end-user support teams cater to SharePoint-related queries and assist.
- IT specialists are keen on exploring SharePoint's out-of-the-box features and capabilities.
- CIOs and IT managers contemplating the implementation of SharePoint in their operations.
- Any individual or team member who will incorporate SharePoint into their day-to-day work.
- Professionals work in diverse environments, from small businesses to large corporations, including multiple locations.

Course Objectives:

During the Microsoft SharePoint training course, participants will:

- Develop the ability to create, organize, and share information efficiently using SharePoint.
- Learn the nuances of managing collaborative teams effectively through the SharePoint interface.
- Gain insights into enterprise content management utilizing SharePoints extensive toolset.
- Familiarize oneself with SharePoint's social computing features to enhance workplace interaction.

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Targeted Competencies:

In the Microsoft SharePoint training, participants competencies will:

- SharePoint Site Management.
- Document and Content Management.
- Collaboration and Communication Tools.
- Workflow Automation.
- Permissions and Security Management.
- SharePoint Integration with Microsoft 365.
- Customization and Personalization.
- SharePoint Search Optimization.
- Data Analytics and Reporting.
- Troubleshooting and Support.

Course Outline:

Unit 1: Introduction to SharePoint Fundamentals

- Explain and orient to the SharePoints platform.
- Navigate techniques through SharePoint pages, sites, lists, and libraries.

Unit 2: SharePoint Document Library Training:

- Instructions on uploading documents, individually or in bulk.
- Utilization of drag-and-drop features for seamless document transfer.
- Create and understand libraries.
- Advantages of metadata over traditional folder systems.
- Column creation and data validation within a library.
- Building and managing custom library views.

Unit 3: SharePoint and Office Web Applications:

- Create new documents using Office Web Applications.
- How does the Word Web Application work for document editing?
- In the PowerPoint Web Application, how do I modify PowerPoint presentations?
- How does the Excel Web Application let me edit Excel Spreadsheets?
- In the OneNote Web Application, how do I modify notebooks?
- How does co-authoring work so many users can concurrently edit Word, Excel, PowerPoint, and OneNote documents in real-time?

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Unit 4: Basic SharePoint Document Management Training:

- Overview of major and minor versioning in SharePoint.
- How can you make documents in draft form?
- Learn how to make a document public.
- How are documents checked in and checked out?
- What's the procedure for approval?
- How can I get my deleted files back?

Unit 5: SharePoint Lists:

- What kinds of data are kept in a SharePoint List?
- Which list templates are offered?
- How can you add columns and views to the pre-configured lists?
- Learn how to make my list.
- How are items in a SharePoint list edited?

Unit 6: Pages and Web Parts:

- A wiki page is what it is.
- How can you modify the content of a Wiki Page?
- How can you add layout and styles to a Wiki Page?
- Learn how to include images and tables on a Wiki page.
- Web Parts are what?
- How can I include Web Parts on a Wiki page?
- How may a Web Part be changed?
- How do Web Part Pages work?
- How do we add Web Parts to a Web Parts page?
- How is content on a Web Part Page edited?

Unit 7: SharePoint Apps and the App Store:

- What does the SharePoint App Store stand for?
- How do we search for applications in the SharePoint Store?
- What are the differences between free and premium apps?
- What are the steps for buying apps through the SharePoint Store?
- How can you incorporate an App Part into a page?

Unit 8: SharePoint Site Creation and Management:

- What is the order of the website?
- What traits do child sites pass along to their parent sites?
- How do you build a website?
- How can we modify a website's navigation settings?
- Which website layouts are available?

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Unit 9: SharePoint Security Training:

- What are permission levels and SharePoint Groups?
- How do read-only permissions function, and what does the Site Visitors group accomplish?
- How do Contribute permissions function, and what does the Site Members group entail?
- What does the Full Control authorization mean, and what does the Site Owners group do?
- What is a site owner, and how is it different from a site collection administrator?
- What are the steps for making my security groups?
- How does SharePoint's "Share" option for changing permissions operate?
- Test the permissions.

Unit 10: Social Computing in SharePoint:

- How can you change my profile?
- The use of my profile
- A user's Newsfeed is what?
- What is a newsfeed website?
- How can you leave a remark or respond to a news item?
- How can you post something to my Newsfeed?
- What do hashtags mean? How do I utilize them, too?
- In SharePoint, how can you "Like" something?
- What are the steps for following people, sites, documents, and topics?
- How can you find out who else is following me?
- "SkyDrive Pro" - what is it?
- How can you synchronize my PC with My Site's documents?

Unit 11: SharePoint Enterprise Search:

- How do we utilize search refiners? What are they?
- What are the Best Bets and Key Words?
- How can you utilize search to locate people inside the company?
- How can you sign up for search alerts?
- Learn How you can obtain a preview of the things in my search results.
- How can you share and follow stuff from my search results?
- What is the Content Search web component used for?

Conclusion:

Upon completing this Microsoft SharePoint training course, participants will be well-prepared to pursue SharePoint training certification, demonstrating their proficiency in utilizing SharePoint to its fullest potential for collaborative and document management needs.

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