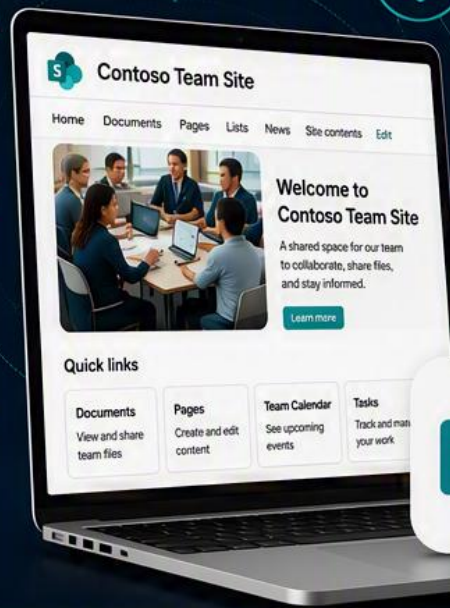


COLLABORATING WITH M365 SHAREPOINT

Collaborate better. Organize information.
Share with confidence.

Learn how to create, manage, and customize SharePoint sites for collaboration, document management, communication, and information sharing across Microsoft 365.



1 Day
or two
half-day
sessions



DELIVERY

Live Virtual
Instructor-Led



RESOURCES

Learning Guide
+ Guided Exercises



LANGUAGE

English or French



OVERVIEW

This practical course introduces SharePoint as a collaborative workspace for managing content, organizing files, publishing information, and supporting teamwork across Microsoft 365.



WHO THIS COURSE IS FOR

- ✓ Employees, managers, administrators, and information workers.
- ✓ Microsoft 365 users who work with SharePoint sites, pages, and libraries.
- ✓ Site owners and teams improving collaboration and document management.



EXPECTED OUTCOMES

Participants will confidently create, organize, manage, and share information using SharePoint.



Create and
customize
SharePoint sites.



Organize files and
information with
libraries and lists.



Publish pages
and share
information.



Apply permissions
for secure
collaboration.



Automate processes
to improve team
efficiency.

COURSE TOPICS

01



Introduction to SharePoint

SharePoint
fundamentals and
Microsoft 365
integration.

02



Creating Sites

Build and customize
team sites for
collaboration.

03



Working with Pages

Create, edit, and
publish content
effectively.

04



Document Libraries

Manage files,
version history,
and metadata.

05



Automation

Use approvals
and workflows to
streamline work.

06



Microsoft Lists

Track and manage
information with
integrated lists.

07



Permissions

Secure content
and manage
access effectively.



GUIDED PRACTICE

Practise SharePoint collaboration in
realistic workplace scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance
whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization
and industry.



PRACTICAL

Real-world SharePoint
examples.



IMMEDIATE IMPACT

Improve collaboration and productivity
from day one.

