SharePoint - Site Basics (Modern Experience)

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Over 200 million users rely on Microsoft 365 and SharePoint—but most don’t take full advantage of its capabilities. This hands-on training gives you the skills to navigate and use SharePoint Online efficiently, helping you manage team resources, collaborate effectively, and streamline daily workflows. In this SharePoint basics training, you'll learn to manage documents, create and customize lists, search for content, and work in team sites. You'll also explore simple automation using Power Automate, all within the modern Microsoft SharePoint interface. Designed for non-technical professionals, this course equips you to confidently use SharePoint in a Microsoft 365 environment to support team collaboration, resource sharing, and task coordination.

About This Course

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Who Should Attend

This course is designed for Microsoft® Windows® and Microsoft Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members within Microsoft SharePoint.

Prerequisites & Entry Requirements

General Prerequisites:

To ensure your success in this course, you should have basic end-user skills with a current version of Microsoft Windows.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

By the end of this Microsoft SharePoint training course, you'll know how to use SharePoint Online to organize team documents, track information with lists, and collaborate efficiently. You'll learn how to: Launch and navigate a SharePoint site Use SharePoint lists to manage and filter team data Upload, organize, and version documents in libraries Share resources securely and search for information Collaborate on shared files and gather team feedback Use Power Automate to create simple workflow automation

Detailed Course Outline

Lesson 1: Navigating SharePoint Sites

- Launch a SharePoint site in Microsoft 365
- Access existing team sites and resources
- Use mobile and desktop navigation tools

Lesson 2: Using Lists to Track Information

- Add and edit items in SharePoint lists
- Sort, filter, and create custom list views
- Modify list layout and formatting

Lesson 3: Managing Documents in Libraries

- Upload and organize documents
- Apply version history and recovery
- Use document templates and metadata

Lesson 4: Finding, Sharing, and Archiving Files

- Search across libraries and lists
- Share files using secure links and permissions
- Move documents offline and archive when needed

Lesson 5: Collaborating with Team Members

- Co-author files in real time
- Track changes and feedback
- Manage version history and document recovery

Lesson 6: Automating and Customizing Workflows

- Build simple flows using Power Automate
- Customize list views and site elements
- Set up rule-based workflow automation

Upcoming Schedule

Available training dates for SharePoint - Site Basics (Modern Experience):

Start Date	End Date	Location	Delivery	Price
16 Nov 2026	16 Nov 2026	Online	Virtual	€495.00
03 Dec 2026	03 Dec 2026	Online	Virtual	€495.00

Frequently Asked Questions

Q: What delivery options are available for SharePoint - Site Basics (Modern Experience)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day SharePoint - Site Basics (Modern Experience) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the SharePoint - Site Basics (Modern Experience) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for SharePoint - Site Basics (Modern Experience)?

Yes, we provide corporate training, dedicated training, and closed classes for SharePoint - Site Basics (Modern Experience). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for SharePoint - Site Basics (Modern Experience)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your SharePoint - Site Basics (Modern Experience) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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