SHAREPOINT SITE OWNERS

SKILL LEVEL : ADVANCED
DURATION : 1 FULL DAY

COURSE OVERVIEW

Upon completion of the course, students will be able to create SharePoint sites and setup site security. Users would have gained experience with lists & libraries as well as content types and Metadata. Attendees will also learn about Content Management configuration and workflows as well as how to apply Information Management (Retention) Policies. SharePoint site customization and site administration options are also covered.

WHO SHOULD ATTEND THIS COURSE

This course has been designed for anyone with a working knowledge of SharePoint and needs to understand how to manage, maintain and secure a SharePoint team site.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: In-house (our premises) or onsite (your premises)

MINIMUM ATTENDANCE REQUIREMENTS

- Please note that this course is not intended for new users to SharePoint.
- Attendees **MUST** have either attended our SharePoint End-User training or possess equivalent required knowledge.

- **PLEASE NOTE THAT THIS COURSE IS RUN WITH THE SHAREPOINT 2013 / OFFICE 365 CLASSIC INTERFACE**

COURSE CONTENT AND OUTLINE

PART 1 - CREATING SHAREPOINT SITES

- Creating Team and Blog Sites
- Add and Edit Wiki Pages
- Creating and Editing Links (Hyperlinks and Wiki links)

PART 2 - SHAREPOINT SECURITY

- Creating SharePoint groups
- Adding and removing users to a SharePoint group
- Breaking or setting permission inheritance
- Create a new site with unique permissions

PART 3 - LISTS AND LIBRARIES

- Creating "Out of the Box" Lists
- Creating Document Libraries
- Creating a Custom List
- Creating Custom List and Site Columns
- Setting Validation
- Importing Excel Spreadsheets

PART 4 - LIST AND LIBRARY VIEWS AND SETTINGS

- Enabling Content Approval
- Manually Controlling Content Approval
- Enabling and Managing Version Control
- Creating, Editing and Filtering Views
  - Standard Views
  - Datasheet Views
  - Gantt Views
  - Access Views
- Enabling and Implementing Ratings
- Defining Other Advanced List or Library Settings
- Deleting Lists and Libraries

PART 5 – CONTENT TYPES AND METADATA

- Content Types Overview
- Allowing the Management of Content Types
- Creating Site Content Types
- Adding or Creating Columns as Metadata
- Add a Content Type to a List or Library
- Change New button order / Default Content Type
- Defining the Content Type document template
- Creating Documents with repeating Metadata Fields
- Exporting Metadata for analysis

PART 6 - ADDITIONAL SITE ADMIN SETTINGS

- Web / App Part Fundamentals
- Configure an Automatic Approval Workflow
- Creating an Information Management Policy
- Enable and Configure Content Organiser
- Setting and Using the Drop-off library
- Change the Site Look and Feel
- Change the Site logo
- Customising the Quick Launch & Top Link Bar
- Tree View
- Regional and Language Settings
- Creating a Site template

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support