



Microsoft SharePoint

Online Version with Office 365

Level 2: Site Owner

1 Day Course
Training at Your Office

COURSE DESCRIPTION

Once you have learned how to navigate and use a SharePoint Team Site, you may want to know how to setup a site and configure it for use by your team. In this course we look at what you can do as an Owner of a SharePoint Team Site.

COURSE TOPICS

Creating New Sites

- Creating a Team Site
- Communication and Hub sites
- Site Collections
- Creating Subsites
- Deleting Sites

Customizing a Site/Site Collection

- Customizing the Look of the Site
- Understanding Site Settings
- Site Access Requests
- The Second Stage Recycle Bin

Adding and Configuring Libraries

- Create Picture Libraries
- Create Document Libraries
- Create Wiki Page Libraries
- Create Form Libraries
- Library Settings
- Library Permissions

Modifying Document Libraries

- Formatting with Code and Formulas
- Creating Custom Columns
- Indexing Columns
- Advanced Custom Views
- Configure a Content Approval Process

Adding and Configuring Lists

- Tasks
- Links
- Announcements
- Contacts
- Calendar
- Custom Lists
- Other Lists
- Add Apps from the Store

Assigning Permissions and Access Rights

- Users and Groups
- Default Permission Levels
- Add Permission Levels
- Set Permissions for:
 - The Entire Site
 - Specific Libraries or Lists
 - Specific Items
 - Subsites



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