



Microsoft SharePoint

Online Version with Office 365

Level 3: Advanced Site Owner

1 Day Course
Training at Your Office

COURSE DESCRIPTION

SharePoint features are robust and complex. Site owners can determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Upon successful completion of this course, existing SharePoint site owners will be able to take on administrative responsibility for implementing and managing advanced features based on business requirements. You will:

- Configure site settings.
- Integrate external applications and data.
- Configure site metadata.
- Manage archiving and compliance.
- Implement workflows.

COURSE TOPICS

Configuring Site Settings

Configure Site Administration Settings
Configure Site Search
Organize the Site and Configure Navigation
Site Pages
Configure Site Auditing

Integrating External Applications and Data

Create a Flow for a Library

Configuring Site Metadata

Create a Custom Content Type
Add Site Columns to Content Types
Create and Configure Document Sets

Managing Archiving and Compliance

Create a Policy
Manage Site Closure and Deletion
Configure In-place Records Management
Manage Records Using the Records Center
Manage Content with the Content Organizer
Configure Information Management Policies

Implementing Workflows

Plan a Workflow
Create and Publish a Workflow
Test Workflows
Design and Implement Advanced Workflows
Branching and Loops



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