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SOFTWARE
SOLUTIONS
TEAM
TRAINING - CONSULTING

3220 S. Higuera St., Ste. 208
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Course Outline

Microsoft 365: SharePoint Online Site Owner

Days: 1

Prerequisites:

To ensure your success in this course, you will need basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site.

Overview:

Microsoft® SharePoint® is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage SharePoint sites so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Course Objectives:

Upon successful completion of this course, you will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. You will:

- Create and configure new SharePoint sites.
- Create and configure document libraries.
- Create and configure lists.
- Assign permissions and access rights.
- Create and configure a communication site.

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Course Content:

Unit 1: Creating and Configuring a New Site

- Create a New Site
- Configure the Site Look and Layout

Unit 2: Creating and Configuring Document Libraries

- Create Document Libraries
- Configure File Versioning and Checkout
- Configure a Content Approval

Unit 3: Creating and Configuring Lists

- Add List Apps to a Site
- Create Custom Lists

Unit 4: Assigning Permissions and Access Rights

- Secure Sites with Permissions
- Secure Apps, Documents, and Files

Unit 5: Creating and Configuring Communication Sites

- Create a Communication Site
- Configure a Communication Site