

SharePoint Site Owners



A one day course for people creating and maintaining Microsoft SharePoint Sites

Prerequisites

This course assumes the students to have sound Computing skills.
Previous familiarity with other Microsoft desktop products is an advantage.

Chapter 1 - Connect to SharePoint

- What is SharePoint?
- What Can Sites Do?
- Requesting a Team Site (Corporate)
- Open SharePoint in Office 365
- Create a Site (Office 365 Business)
- Navigate the Site Using Quick Launch
- The Top Navigation Bar
- The Settings Button
- Add Site Assets

Chapter 2 - Customise Your Team Site

- Change the Colours
- Classic Change the Look Options
- Change the Background Image
- Add Navigation Links
- Edit or Delete the Links
- Follow a Site
- My Followed Sites
- Saving a Site as a Template
- Why Can't I Save My Site as a Custom Template?
- Disable Publishing and Community Features
- Open the SharePoint Admin Centre
- Allow Scripts in the Admin Centre
- Edit Site Metadata
- Add News
- Remove a News Post
- Remove or Restore the News Feed

Chapter 3 - Team Sites and Subsites

- Create a Link to the Main Site
- Create a Subsite
- Navigate the New Site
- Create a Promoted Links List
- Add a Link to the Promoted Links List
- Add the Promoted Links into the Home Page
- Create a Subsite from a Template
- Understanding Permissions

- Give Another User Permission for the Site
- Accept an Invitation
- Break Permissions Inheritance
- Create Custom Groups for the Site
- Alter Permissions for the Site
- Reset the Permissions Inheritance

Chapter 4 - Add Apps

- Create a Document Library
- Edit the Quick Launch
- Permissions for Apps
- Upload a Folder Structure using Internet Explorer and File Explorer
- New vs Classic Experience
- Add Columns
- Create a List
- Remove Required Status from Columns
- Display/Hide Standard Columns
- Add Custom Columns
- Create Site Columns
- Add Site Columns to a List
- Use Quick Edit for the List
- Create a Datasheet View
- Create a Wiki Page
- Edit the Page
- Add External Links
- Creating New Pages
- Managing the Wiki Library

Chapter 5 - Create Pages

- Pages vs Apps
- Add a Page
- Add an App Part
- Add a Text Box
- Publish the Page
- Locate the Page

Chapter 6 - Manage Workflows

- What is a Workflow?
- Add Workflow Templates
- Create a Choice Field
- Add a Workflow to the Library

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Configure an Approval Workflow
Assign the Workflow to a Document
Start the Workflow
Activate Other Workflows

Chapter 7 - Use Content Types to Manage Templates

What are Content Types?
Create a New Library for Templates
Create a Site Content Type
Enable Content Type Management in a
Library
Add the Content Type to the Library
Add the Word Template to the Library

Change the Content Type Property for the
Template
Add Metadata to the Template
Reference the Template in the Content Type
Test the Content Type
Manually Update Metadata
Delete the Existing Document Content Type

Chapter 8 - Clean Up

Delete an App
Recover the App from the Recycle Bin
Delete Custom Permissions Groups
Delete a Subsite
Delete the Main Team Site
Stop Following the Deleted Site