

SharePoint Online - Site Admin

Microsoft SharePoint is a platform designed to collaborate and allow users to use tools known as web parts and apps to create and store documents, create lists, use content management to control content types and to use workflows to enhance corporate processes.

This course is intended for the **Site Administrator** who is required to maintain and administer the internal corporate site(s) and needs to manage the creation of the site and all its parts. They would create term store management terms, create workflows, manage content types, work with modern webparts as well as manage guest users.

Students must have taken the **SharePoint Site Owner** course as a prerequisite for taking this one.

Course Outline:

1. Term Store Management

- Defining Term Store Management
- Hierarchy of Consistency
- Learning Taxonomy
- Term Sets vs Terms

2. Managing Content Types

- What is Metadata?
- Managing Document Templates
- Managing Library Columns

3. Custom Permission Level

- Why Create Custom Permissions
- Accessing Document Versions
- Removing the Delete Option

4. Custom Columns & Formatting

- What is JSON?
- Formatting Custom Columns
- Lookup Columns

5. List Styles

- Form List
- Gallery List
- Calendar List
- Colour Coded Calendar

6. Creating Workflows

- What is a Workflow?
- Workflows using Power Automate

7. Customizing Site Pages

- Using Page Templates
- Flexible Sections
- Image Carousel
- Editorial Card
- Quick Charts

8. Working with Microsoft Forms

- What are Microsoft Forms?
- Creating your Form
- Linking SharePoint to Forms
- Reviewing Survey Responses

9. SharePoint Nuggets

- Edit in Grid View
- Document Sets
- Attachments in List Items
- Creating a Flat View

10. Creating Site Documentation

- The Need for Documentation
- Site Level Information
- App Level Information
- Permission Level Information
- Content Management Information