

SharePoint Online - Site Owner

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 Owner** 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 site pages, web parts / apps and handle the permissions for each other users and groups. Responsibilities of a site owner would also be to manage content types, create term store management terms, create workflows as well as manage guest users.

Course Outline:

1. Create New SharePoint Site

- SharePoint Hierarchy
- Site Creation Options
- Site Settings Page
- Navigation Elements

2. Creating Document Libraries

- Types of Libraries
- Document Versioning
- Content Approval Process
- Creating Custom Columns and Views
- Working with Picture Libraries

3. Working with SharePoint Lists

- Learning Lists
- Creating Calendars, Surveys and more
- Creating List Views
- Multiple Filters and Grouping
- Using List Forms

4. Site Pages & Web Parts

- Learning and Using Web Parts
- Learning and Creating Site Pages
- Learning about Modern Web Parts

5. Assigning Permissions

- Learning About Permissions
- Creating Groups
- Permission Levels
- Understanding Inheritance
- Setting Site Permissions
- Setting Web Part Permissions

6. Integrating MS Apps with SharePoint

- SharePoint Calendar to Outlook
- Teams to SharePoint Doc Libraries