Course Objectives

Pre-requisites

Before taking this course, you should be familiar with SharePoint Online, Windows 10 and the Microsoft Office 365 suite and/or have equivalent experience.

Description

Do you need to:

- Learn to create and configure SharePoint team sites
- Manage files in Document libraries
- Customise libraries and lists
- Manage pages and web parts
- Migrate data to and from Excel
- Edit site permissions

Aim

This course aims to get users familiar with SharePoint as a site administrator to maintain team sites, lists, libraries and permissions

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Understand components of SharePoint's architecture
- Create new columns for libraries and lists to display additional information
- Add interactive web parts to pages
- Migrating and synchronizing data from Excel to lists on SharePoint
- Set permissions to sites, libraries and/or documents

Topics Covered

Key topics covered on this course include:

Creating a Site

- SharePoint Sites and Hub Sites
- Creating Team sites
- Site Navigation
- Site Customisation

Document Library

- Enabling Draft Versions
- Publishing Major Versions
- Check In / Check Out
- Approvals

List

- List and Library Column Types
- Advanced Metadata
- Customise Views

Linking Excel

- Exporting Lists to Excel
- Importing Spreadsheets to List

Pages

- Site Pages
- Web Parts
- Modern Calendar

SharePoint Site Permissions

- Permission Levels and Groups
- Assigning Permissions
- List and Library Permissions
- List Item and Document Permissions

Flows & Power Automate (Optional)

- Creating Automation
- Making an Approval Workflow