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Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

SharePoint Online Site Manager - Beginner



About this Course:

SharePoint is a web-based platform designed to enhance communication and collaboration within teams, streamline project management, and optimize daily operations

Course Objectives:

- Gain expertise in the fundamental principles required to create, maintain, and support a SharePoint Online site. This course provides up-to-date insights on available tools and practical strategies for implementing metadata, permissions, site organization, and other essential features.

Audience:

- This course is tailored for individuals responsible for overseeing a SharePoint site or site collection. It is ideal for aspiring site administrators, advanced users, support staff, and portal designers who want a hands-on, detailed understanding of SharePoint Online's capabilities. Those aiming to specialize in SharePoint environments will also benefit greatly from this training.

Course Outline:

- Introduction
- SharePoint Components
- Site Hierarchy
- Elements
- Creating Lists and Libraries
- Creating Lists
- Creating New Modern Lists
- Creating a Library
- Creating a New Modern Library
- Creating Custom Columns (Ad-Hoc Metadata)
- Using Columns to Sort and Filter
- Creating Custom Views
- Creating Custom Columns (Classic Interface)
- Creating Custom Views (Classic Interface)
- Using Lists on Pages
- Using Libraries on Pages
- Creating List or Library Templates
- Creating a List or Library Based on a Template