



SharePoint Online for Site Managers

SharePoint Training

About The Course

This 2-day course is designed to build on the participants existing user level knowledge and provide the skills needed to create and manage all aspects of their SharePoint Online sites. In addition to creating and managing SharePoint sites participants will also learn how to manage permissions and security, configure apps, advanced document management and much more.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Online PDF manual (E-Book)
- 12 months FREE email support
- FREE class re-sit (if necessary)

Who Should Do This Course?

This course is suitable to participants who have the knowledge and experience in using SharePoint online at a user level and want to extend their skills site manager level where they can create and manage SharePoint sites.

Prerequisites

Participants attending this course should have completed either our 'SharePoint Online for End Users' 2-day course, or will have otherwise gained the equivalent level of knowledge.

Content

Unit 1: Site Owner Responsibilities

- Responsibilities of a Site Owner
- Reasons for Creating a Site
- When to Secure a Site
- How to Secure a Site
- Site Content Ownership

Unit 2: Creating Sites

- Introduction to Site Topology
- When to Create a Site
- Where to Create a Site
- Creating Site Templates

- Self-service Site Creation
- Creating Subsites

Unit 3: Managing Sites

- Understanding Regional Settings
- Managing Alerts
- Creating Content
- Creating Structure
- Managing Site Features
- Deleting Sites

Unit 4: Permissions and Security

- Introduction to Security in SharePoint
- Permissions Overview
- Permission Levels
- Working with SharePoint Groups
- Manage User Access to SharePoint Site
- Manage SharePoint Groups and Users
- Breaking Permissions Inheritance within the Site
- Managing List Permissions
- Managing Library Permissions
- Document & Item Level Permissions
- SharePoint Security Best Practices

Unit 5: Adding and Configuring Apps

- Using List and Library Apps
- Managing List Properties
- Managing Library Properties
- Creating List Templates
- Creating Columns
- Managing Columns
- Site Columns
- Creating Views
- Managing Views
- Managing Metadata
- Configuring Advanced List Settings
- Configuring Library Settings
- SharePoint Marketplace Apps

Unit 6: Advanced Document Management Features

- Introduction to Document IDs
- Configuring Document IDs
- Introduction to Document Sets
- Configuring Document Sets
- Configuring the Content Organiser
- Creating Rules

Unit 7: Adding & Managing Workflows

- Introduction to Workflows
- Workflow Scenarios
- Creating Workflows
- Configuring Workflow Settings
- Deploying Workflows
- Introduction to Microsoft Flow

Unit 8: Creating & Managing Content Types

- Introduction to Content Types
- Creating Site Content Types
- Managing Content Types
- Content Type Settings
- Document Set Content Types
- The Content Type Hub
- Deploying Content Types

Unit 9: Document Lifecycle Management

- An Introduction to Governance
- Information Management Policy Settings
- Disposition Workflows
- The Record Centre
- Content Classifications

Unit 10: Site Customisation

- Adding Pages to your SharePoint Site
- Adding and Modifying Web Parts
- Deleting Pages
- Look and Feel Settings
- Modifying Navigational Components
- Creating Site Templates

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**