
SharePoint for Site Owners

Description

This course is intended for end users who will be tasked to perform the role of a Site Owner when working with SharePoint Team Sites in a SharePoint environment.

Classroom Registration Price (CHF)

900

Virtual Classroom Registration Price (CHF)

850

Course Content

Module 1: Introduction

- Overview of SharePoint Team Sites
- Structure of a SharePoint Team Site
- Roles and Responsibilities

Module 2: Working with Team Sites

- Team Site Layout and Navigation
- Customizing the Site Navigation
- Creating a Subsite
- Setting the Site's Title, Description and URL
- Deleting a Site

Module 3: SharePoint Site Permissions

- Permissions Inheritance
- Permission Levels
- SharePoint Groups
- Granting Permissions

Module 4: Working with Libraries

- Creating a Library
- Setting the Library's Title and Description
- Modifying the Library's Template
- Configuring Required Check Out
- Enabling Versioning
- Adding Columns
- Creating a View
- Deleting and Restoring a Library

Module 5: Site Content Types

- Creating a Site Content Type
- Assigning a Site Content Type to a List/Library

Lab / Exercises

- Practical exercises will be proposed during and/or at the end of each module

Documentation

- Digital courseware included

Participant profiles

- Users who will be tasked to perform the role of a Site Owner when working with SharePoint Team Sites in a SharePoint environment

Prerequisites

- Having followed or have knowledge covered by the course: [SharePoint for Site Members](#)

Objectives

- Understand the structure, work with and manage SharePoint Team Sites
- Manage SharePoint permissions
- Work with lists and libraries as a Site Owner

Niveau

Intermédiaire

Duration (in Days)

1

Reference

MSP-12