SharePoint for Site Owners

Description

Do you have the responsibility of managing a SharePoint site for your team or department?

Optimize your **SharePoint site management** with our **SharePoint training for site owners**. Discover our SharePoint training dedicated to end-users who want to master SharePoint sites.

By taking our training : **SharePoint for site owners**, you will learn to navigate, customize, and efficiently manage your sites, mastering all the essential tasks of a site owner. From initial setup to advanced permissions, including library and content type management, our program will provide you with all the skills necessary to excel in a SharePoint environment.

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

Description
Training : SharePoint for site owners
Niveau
Intermédiaire
Classroom Registration Price (CHF)
900
Virtual Classroom Registration Price (CHF)
850
Duration (in Days)
1
Reference
MSP-12