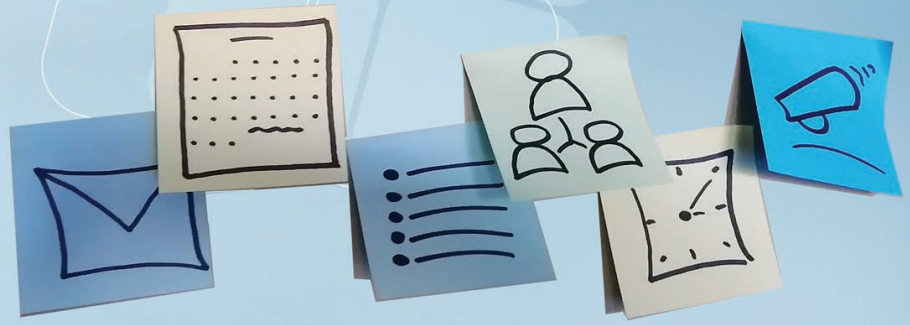


Microsoft® 365 SharePoint

Essentials - Level 1



Course Overview

This two-day instructor-led course introduces SharePoint users to the toolbox of essential skills in working with sites and site collections. Participants will create new sites in SharePoint, configure lists, libraries, pages and other site assets, manage site settings, assign permissions and access rights, and work collaboratively with files and documents.

Audience

Site Owners and Site Members.

Employees at all levels of the organization, who have a basic understanding of SharePoint and are site owners or who are members of SharePoint sites within their workgroups.

Price \$695.00 plus HST

Duration 2 Days

Skills Taught

Upon completion of this course, you will be able to:

- create and customize SharePoint sites
- design SharePoint sites
- create and customize document libraries
- customize content types
- create and customize lists
- create and customize pages
- use and configure the search experience
- manage site and site collection administration
- manage access to SharePoint sites
- manage permissions
- create and manage SharePoint sites from Teams
- manage files
- manage and co-author documents

Topics

Creating and Customizing Sites

- Describe SharePoint capabilities and Site types
- Create a new Team Site
- Customize default Site Pages
- Customize Site Information
- Explore Site Settings
- Explore the Next Steps Menu
- Delete a Site

Designing Sites

- Understand the Modern vs. Classic Experience
- Change the Site Look and Header Options
- Modify Links in the Quick Launch Pane
- Change the Site Theme and Design Options

Customizing Document Libraries

- Work with the default Documents Library on a Team Site
- Customize default Documents Library Settings
- Customize the Default View
- Work with Versions and Metadata

Adding and Requesting Apps

- Request an App for Approval
- Add an App from the Settings Menu
- Customize App Settings
- Manage and Delete Apps

Creating Libraries and Customizing Content Types

- Create and Customize a Library
- Create a Content Type
- Add Site Columns to a Content Type
- Add Content Types to a Library
- Enable Metadata Navigation and Filtering
- Manage and Delete Libraries

Creating Lists

- Work with Lists in SharePoint, Teams and Microsoft® 365
- Create a new List from Excel Data
- Create a new List from a Template
- Customize a List
- Manage and Delete Lists

Creating Pages

- Understand the Modern vs. Classic Experience
- Create a Blank Page
- Publish a Page
- Create a Page Template
- Create a Page from a Template
- Manage and Delete Pages

Using and Configuring Search in SharePoint

- Understand the Modern vs. Classic experience and Search Center
- Understand Microsoft® Search in SharePoint
- Understand the Context of the Search Box
- Manage Items that are allowed to appear in Search Results
- Reindex a Site

Managing Site and Site Collection Administration

- Understand the Site and Site Collection Administration Settings
- Explore Site Usage Metrics
- Collect Page Performance Metrics

Managing Access to SharePoint Sites

- Understand Team Site vs. Communication Site Permissions
- Work with Microsoft® 365 Groups
- Work with SharePoint Groups

Customizing SharePoint Permissions

- View and Manage Access for Documents and Other Securable Objects
- Manage Shareable Links
- Apply Unique Permissions and Reapply Inherited Permissions

Working with SharePoint and Teams

- Interact with SharePoint Sites from Teams and Channels
- Create a SharePoint Site from Teams
- Add Team Channels
- Add a Teams tab to a SharePoint Page

Managing Files and Deleted Items

- Upload and Download Multiple Files
- Download a Document Library
- Delete and Recover Items from the Recycle Bin

Managing and Co-authoring Documents

- Check Out and Check In a Document
- Roll Back Changes
- Co-author a Document
- Manage Document Links