

## SharePoint Online Site Administration

### One Day

An initial Administrator-level hands-on instructor-led Microsoft SharePoint Online training course – designed for delegates who may have a need or wish to learn how to use SharePoint Online in more detail owing to responsibility for maintaining a site, or using Delve. This course and tuition were created around the idea and use of Office 365 – of which SharePoint Online acts as a part of the provision of the suite of user applications. Site Administration ability will be obtained through use and practice – guided by an expert trainer in a professional classroom environment.

### Course Aims

The course is designed to assist delegates who have the role of site administration – maintaining or creating overall parts of the infrastructure of a SharePoint implementation across an organisation. Training therefore covers:

- Gaining a solid grounding of Delve, workspaces and workflows
- Managing Delve, Sites and Workspaces and advanced apps
- Managing Columns, Workflows and Flow, Content Admin and Web Pages

### Course Content

#### Managing Delve

- Understanding the Delve
- Delve Overview
- Using Delve for Documents
- Boards and Favourites
- My Profile
- Follow, Mentions
- Using Search, Delve Settings

#### Sites and Workspaces

- The SharePoint Site Topology
- Blog Sites
- Sites and Workspaces

#### Advanced Apps

- Project Tasks
- Discussion Boards
- Surveys, Custom Lists

#### Manage Columns (Classic & Modern Experience)

- Manage Columns
- Lookup Columns
- Calculated Columns
- Rating Columns

#### Workflows & Flow

- Understanding Workflows
- Customise 'Out-of-the-Box' Workflows
- Managing the Workflow Lifecycle
- Flow Overview
- Flow Templates
- Create a Simple Flow
- Create a Document Flow
- Edit a Flow
- Switch Flow On/Off
- Delete a Flow

#### Content Administration

- List and Library Settings
- Versioning Settings
- Incoming E-mail Settings

#### Editing Web Pages

- Content Pages

#### Editing Web Pages

- Web Parts and Web Apps
- Adding and Editing Web Parts and App Parts

## SharePoint Online User Introduction

### One Day

A foundation level hands-on instructor-led Microsoft SharePoint Online training course helping staff members based in Scotland who need to learn how to use SharePoint Online. This course and tuition were created around the use of Office 365 - of which using SharePoint Online as an end user is a part of the overall package. Awareness and essential skills are achieved by learning, discussion and practice with an expert trainer in a professional classroom environment.

### Course Aims

The course is designed to give delegates a good level of understanding the use of SharePoint as a collaborative tool for sharing, organising and storing work-based information. Training therefore covers:

- Achieving a solid foundation level understanding of using SharePoint Online
- Becoming aware of the processes and typical uses involved
- Interacting , practicing and discussing how to handle documents, lists and access content

### Course Content

- Introduction to SharePoint Online
- What is SharePoint Online?
- Benefits of Using SharePoint Online
- Logging into SharePoint Online
- SharePoint Structure & Interface with Classic and Modern Experience
- Basics of Permissions and Security
- Navigating and Breadcrumb links
- The Ribbon
- SharePoint Apps
- Understanding Apps
- Document Library App
- Picture Library App
- Calendar App
- Task App
- Creating Apps
- SharePoint Store
- Document Library Apps
- Document Libraries with Classic and Modern Experience
- Working with Documents and Folders
- Sorting and Filtering Items
- Working with Views
- Deleting documents, folders and libraries
- Recycle Bin
- List Apps
- Lists with Classic and Modern Experience
- Creating a List
- Sorting and Filtering Items
- Working with Views
- Working with List Items
- Auditing List Items
- Deleting List Items
- Content Management
- Using Alerts
- Connecting to Microsoft Outlook
- Check Out/Check In
- Document Versioning
- Connecting to Content
- Finding Content
- Finding People
- Access SharePoint from Office
- Office Apps
- Share and Sync Content

## SharePoint Online User Advanced

### One Day

A higher-level end user hands-on instructor-led Microsoft SharePoint Online training course - helping staff members based in Scotland who need to learn greater detail around organising information through aspects of SharePoint Online. The course is designed to assist delegates who are given the role of being responsible for maintaining or creating localised elements of the information structure within an organisation. A grasp of site architecture, groups and permissions and an overall ability in managing content will be achieved through demonstration and practice - and with time spent discussing real-life applicability with an expert trainer in a professional classroom environment.

### Course Aims

This course and tuition were created with the intention of providing individuals with a high level of capability with Office SharePoint Online. The course therefore covers:

- Gaining a deeper understanding the role and capability of SharePoint
- Creating a working knowledge of site architecture, groups, permissions and content

### Course Content

#### Site Architecture Model

- Defining Site Purpose
- Effective Site Structure
- Site Types
- Roles within your Organisation
- Site and Object URLs
- Name Vs Title
- Publishing Site Templates
- Initial Site Settings, Site Solutions
- Create a new Site with Classic or Modern Experience
- Delete a new Site

#### Users, Groups and Permissions

- Securable Elements
- Defining your Site Community
- Custom Groups
- Managing Users in a Group
- Using a Group within a List Item
- Permissions, Permission Inheritance
- Permission Tips

#### Content Publishing

- Audience Targeting
- Target an Audience to a List or Library
- Target an Audience to a List or Library Content
- Using Calendar Groups

#### Managing Site Content

- Managing Site Columns
- Applying Site Columns
- Taxonomy & Managed Metadata Service
- Terms Store Management Tool
- Creating a Managed Metadata Column
- Managing Site Content Types
- Applying Site Content Types
- Ordering of Content Types
- Document Sets

#### Site Reporting

- Popularity Trends
- Navigation Structure
- Team Site Navigation
- Tree View, Top-Link Bar
- Quick Launch Pane
- Metadata Navigation
- Publishing Site Navigation

#### Creating and Editing Pages

- Site Web Pages, Edit a Web Page
- The Site Home Page
- Hyperlinks & Promoted Links
- Images

#### Site Search

- Search Center, Result Sources
- Site Search Settings
- Site Center UK Components
- The Search Results Page