Microsoft 365 SharePoint for Site Editors
1 Day Course

Overview

This course is designed to familiarise new Site Editors with customising List and Library settings together with designing and linking to their own pages. You will manage content and collaborate through the use of surveys and integrate seamlessly with other MS Office products.

Audience

Those needing to customise SharePoint sites including modifying sites, lists and libraries and creating custom workflows.

Course Objectives

At the end of this course, delegates will be able to view, search and upload documents and web pages to a SharePoint site. You will also be able to personalise content and navigation to your business requirements.

Prerequisites

Attendance of our SharePoint End User course, or equivalent knowledge/experience, is assumed.

Course Contents (1 day)

Site Overview

- Editing Content, Shortcuts and Templating
- Presenting Content via Pages
- Sites
  - Team and Communications
- Users
  - Accounts and Groups
- Lists & Libraries
  - items and Documents
- Pages
  - Sections & Web Parts

Customising Settings

- Customising Lists and Libraries Settings
  - Versioning Settings
  - Content Approval
  - Advanced Settings
  - Adding Templates to [New] menu
  - Enabling Enterprise Keywords
- Columns
  - Adding new Columns to a List
  - Column types and settings
  - Editing Document Properties
- Views

- Creating and Applying List and Library Views
- Customising and defaulting Views

Organising Content

- Creating Folders
  - SharePoint Folders
  - Teams Channels
  - Managing Folders
- Synchronising & Sharing
  - Synchronising Folders and Libraries
  - Sharing Content – WHO and WHAT
- Favouriting
  - Favouriting Folder and Content
  - Viewing Favourite Content in OneDrive
- Using Enterprise Keywords
  - Displaying Keywords Column
  - Entering Keywords
- Views
  - Applying & Defaulting Views

Site Pages

- Page Types
- Personalising your Pages
  - Personal and Shared Page views
  - Editing Pages & Saving Site Pages
  - Editing Site Home Page
  - Customising a free form Web Page or Information page
  - Customising the Modern Site Page
  - Modern Web Parts and Page Editing techniques
- Sections
  - Inserting Sections into the page
  - Section Layout
- Web Parts
  - Adding Web Parts in Sections
  - Hero & Layout Web Parts

- Links Web Parts
- Image, Page & Video Web Parts
- Connecting Web Parts
- Editing Web Part Properties
- Page Templates
  - Saving a Page as a Template
  - Creating new page from the Template

Site Settings

- Quick Launch Bar
  - Editing Navigation for Pages
- Change the Look
  - Theme, Header and Navigation
- Site Management
  - Regional Settings
  - Restoring Libraries

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Note: We only offer Microsoft SharePoint courses on a private in-house basis. For pricing and availability just pick up the phone and call us on **0845 1085481**.