

## Microsoft 365 SharePoint for Site Owners 1 Day Course

### Overview

This course is designed to familiarise the new SharePoint Site Owner with the concepts and techniques needed to successfully develop, manage and customise a site with the emphasis on site creation, workflows, security, templates and customisation. It also introduces Power Automate work flows.

### Audience

Those needing to create and maintain team sites including lists, document libraries, permissions and workflow.

### Course Objectives

At the end of this course, delegates will be able to administer a site, it's content and workflow, organise site security, manage user and group permissions and customise sites.



### Prerequisites

Attendance of our SharePoint Editor course, or equivalent knowledge, is assumed.

### Course Contents (1 day)

#### Site Management

- Introduction, Outline & Objectives
- Site Creation
- Permissioning
- Site-Wide Features

#### Security & Site Setting

- Permissions and Inheritance
  - Site Groups – Visitors/Owners/Members
  - Permission Levels
  - User Management
  - Add / Remove users from Groups
- List and Library Permissions
  - Inherit and Unique
- Site Wide Settings
  - Navigation
  - Drag and Drop Links
- Look and Feel
  - Title, Description and Logo
  - Choose the Look

#### Site Branding

- Creating your Looks
  - Theme

- Header
- Navigation
- Site Branding
  - Create and Apply a Theme
  - Managing Site Themes
- Applying Site Templates

#### Workflows

- Automation Options
  - Alerts
  - Reminders
  - Rules
  - Creating & Managing Alerts
  - Creating Scheduled Flow Reminders

#### Power Automate

- Power Automate Concepts
  - Flow Types
  - Flow Triggers and Actions
  - Editing & Testing Flows
  - Sharing and Running Flows
- SharePoint Templates
  - Saving Files to Libraries
  - Adding Forms to List Items

### Web Galleries & Content Types

- Creating Site Columns
  - Adding Site Columns to Lists and Libraries
- Term Store Management
  - Adding Term Store Administrators
  - Term Store Admin Settings
  - Importing Terms
  - Keywords fields
- Content Types
  - Content Type Concepts
- Creating Content Types
  - Templates
  - Columns
- Adding Content Types to Lists/Libraries
- Saving Lists and Libraries as Templates
  - Creating Lists and Libraries from Templates
  - Managing Template Galleries

### Site Administration

- Managing Site Features
- Site Settings
- Regional Settings
- Lists and Libraries
- Site Collection Admin
  - Term Store
  - Storage
  - Sharing and other Settings
- Hub Site Associations
  - Hub Site Concepts
  - Creating a Hub Site
  - Associating a Site with a Hub

### 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**.