

Microsoft Office 365 - SharePoint 2019 for 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)

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| <ul style="list-style-type: none"> • Introducing SharePoint Features <ul style="list-style-type: none"> ○ Sites, Libraries, Lists, Users and Pages • Customising Lists and Libraries <ul style="list-style-type: none"> ○ Adding new Columns to a List ○ Column types and settings ○ Editing Document Properties ○ Creating and Applying List and Library Views ○ Customising and defaulting Views ○ Saving Customised List as a List Template ○ Creating new Lists from List Templates • Surveys and Discussions • Office Integration <ul style="list-style-type: none"> ○ Excel Lists – Publishing and synchronising SharePoint & Excel | <ul style="list-style-type: none"> • Personalising your Pages <ul style="list-style-type: none"> ○ Personal and Shared Page views ○ Editing Pages ○ Customising page Web Parts ○ Adding App Web parts for site elements ○ Inserting other Web Parts (e.g. Content Editor) ○ Connecting Web Parts • Customising SharePoint Sites and Pages <ul style="list-style-type: none"> ○ Customising a free form Web Page or Information page ○ Adding Web Parts from Web Part Galleries ○ Connecting Web Parts ○ Using Content Editor Web Parts ○ Customising the Home Web Part Page of the site ○ Viewing Site Settings as an Editor |
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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**.