Microsoft SharePoint Training
Site Owners

Course Objectives

- Create SharePoint Sites
- Use Permissions within a SharePoint site
- Gain practical experience creating lists and libraries
- Understand Content Types and MetaData
- Know how to configure Content Management and Workflow
- Understand how to apply Information Management Policies
- Know how to customise a SharePoint Site
- Understand what options are available for site administration

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Attended the SharePoint Members training session or have equivalent knowledge of the topics covered in the course.

Course Outline

Creating SharePoint Sites

- Create a team site
- Apply and edit site themes
- Adding content to pages
- Text and formatting
- Adding images
- Inserting hyperlinks
- Inserting web parts
- Create a meeting workspace
- Navigating sites
- Using the ribbon
- Create a blog site
- Create a Wiki page

Settings and Permissions

- Create a SharePoint group
- Add users to a SharePoint group
- Assigning permissions to a group

Lists and Libraries

- Create a document library
- Add & edit Documents
- Filtering and sorting
- Creating folders
- Copying documents with send to
- Managing document libraries
- Asset and picture libraries
- Document workspaces
- Check-in / Check-out
- Working with versions

Content Types and Metadata

- Create site columns
- Attach site columns to a list or library
- Create a site content type
- Add a content type to a list or library
- Change the new button order of default content type
- Create a child content type

Content Management and Workflow

- Configuring content approval
- Configure an automatic approval workflow
- Create a new document for approval
- Approve workflow

Information Management Policies

- Create an audit policy
- View the audit policy on a document
- View the policy log

Customising your Site

- Change the site theme
- Change the default images on the team site
- Change the image on home screen
- Save your site as a template

Site Administration

- Subscribing to an alert
- Manage user alerts
- Change the regional settings
- Subscribe to an RSS feed
- Delete a site