

Course Outline | SharePoint For Owners

1 day(s)

Microsoft SharePoint is a collaboration platform that allows multiple users to share documents, exchange ideas, and work together. This course will help experienced SharePoint users learn how to create and manage sites. It will look at changes that have been made to the user interface, show users how to create new sites, libraries, lists, as well as change site settings and manage site options.

Course Outline

Creating a New Site

- Create a Site
- Design Your SharePoint Site

Adding and Configuring Libraries

- Configure a Document Library for a Team Site
- Configure the Site Assets Library for a Site
- Add a Wiki to Your Site

Adding and Configuring Lists

- Add an Announcement List
- Add a Task List
- Add Contact and Calendar Lists
- Add a Blog
- Add a Custom List

Configuring Site Settings

- Configure Site Search Options
- Configure Site Administration Settings
- Configure Site Navigation Settings

Assigning Permission and Access Rights

- Configure Site Permissions and Security Options