Microsoft SharePoint Online For Site Owners Training

Duration: **4 Day**

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Overview

The goal of this course is to provide you with the knowledge required as a site administrator or owner of Microsoft SharePoint sites to create, configure and manage SharePoint Sites in Office 365/Microsoft 365.

Note – If you are a 'back end' SharePoint Administrator looking for training on the SharePoint Admin Center, you should attend the following course: Mastering SharePoint Online Design, Architecture and Best Practice Administration – QAASPOE.

The course emphasises hands-on experience, with a series of self-guided exercises integrated into the training.

Prerequisites

- Attendance of the Mastering SharePoint Fundamentals Course – QASPEUOL1 or equivalent knowledge and experience of Microsoft SharePoint
- A basic understanding of Windows 10 or higher.
- Experience using Microsoft Edge or equivalent browser.
- Fundamental experience with Office 365/Microsoft 365 is recommended, including Logging in and navigating around Office 365/Microsoft 365.
- A basic knowledge of Office applications (Word, Excel, Outlook).

Dual monitor setup is required when attending this course via the QA Attend from Anywhere or Virtual Classroom delivery methods.

Before you book, check that you meet the Cisco WebEx system requirements and run a test meeting to ensure the software is compatible with your firewall settings and ensure that you have passed all pre-course tests. If you have any questions, contact our Virtual team. Learn more about our Virtual Classrooms.

Target Audience

Roles include site administrator or owner of Microsoft SharePoint

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What You Will Learn

You will understand and learn how to create, configure, and manage:

- What are SharePoint **Site** Administrators' roles and responsibilities
- SharePoint Evergreen model and how to keep up to date with changes
- SharePoint Site Use cases and templates
- SharePoint Administrators vs Site Administrators vs Site Owners
- Top-Level Site vs. Subsite Administration
- Creating Sites and Site Designs
- Creating, configuring and Managing Site Pages
- Understanding Lists vs. Libraries
- Creating, configuring and managing Site Lists
- Creating, configuring and managing Site Libraries
- Creating, configuring and managing Metadata
  - Site Columns
  - Content Types
  - Managed Metadata
- Document Sets
- Document ID AKA Durable Links
- Creating, configuring and managing Site News
- Creating, configuring and managing Site Events
- Creating, configuring and managing Site Spaces
- Creating, configuring and managing Site Navigation
  - Site Navigation
  - Home Sites and Global App Bar
- Targeting Content and Navigation using Audiences
- Understanding Creating, configuring and managing Hub Sites
- Understanding and configuring Site Permissions
- Understanding and configuring External Sharing
- Creating, configuring and managing Site Libraries
- Extending SharePoint Site Functionality using Apps and Features
- Understanding and configuring Site Settings