

# SHAREPOINT SITE MANAGER

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Creating Lists, Libraries, Discussions & Surveys

- ▶ Out-Of-The-Box Lists, Libraries & Discussions
- ▶ Custom Lists
- ▶ Creating Surveys & Managing Responses

## Customising Lists, Libraries, Discussions & Surveys

- ▶ Defining Metadata & Properties
- ▶ Creating & Modifying List Columns
  - Choice & Lookup Columns
  - Managed Metadata
  - Formulas & Data Validation
- ▶ Editing List & Library Settings
  - Navigation Settings
  - Managing Content Types
- ▶ Version Control & Document History
- ▶ Content Approval
- ▶ Managing Content with Permissions, Record Declaration & Retention Policies

## Working with Views & Folders

- ▶ Organising Items in Folders
- ▶ Working with Document Sets
- ▶ Creating, Modifying & Deleting Views
- ▶ Datasheet & Calendar Views

## Workflows

- ▶ Creating & Tracking Workflows
- ▶ Editing Workflows
- ▶ Workflow Reports

## Managing Sites & Sub-sites

- ▶ Site Structure & Hierarchy
- ▶ Creating Sites using Site Templates
- ▶ Deleting Sites & Sub-Sites

## Managing Users, Groups & Permissions

- ▶ Understanding SharePoint Permissions
- ▶ Inheriting/Disinheriting Parent Permissions
- ▶ Adding & Removing Users & Groups
- ▶ List & Library Permissions

## Customising Sites

- ▶ Applying Site Themes
- ▶ Site Title, Icon & Description
- ▶ Managing Site Navigation
- ▶ Regional Settings

## Wiki & Web Part Pages

- ▶ Creating & Editing Wiki Pages & Web Part Pages
- ▶ Inserting, Moving & Deleting Web Parts
- ▶ Customising Web Parts

**Course Duration: 2 Days**

**Price Per Delegate: £495**  
(Public Scheduled Course)

**Price Per Course: £1,395**  
(On-Site at Customer Premises)

### Suitable For:

The course is designed for those who will act as SharePoint Site Managers who will create and administer lists, libraries, sub-sites and control access for their team.

### Learning Outcomes:

By the end of the course delegates will be able to create and modify sites, lists and libraries and manage collaborative working areas using wiki pages and web part pages. They will also be able to control the permissions for the site.

### Prerequisite Skills:

Delegates attending this course should be able to navigate within a SharePoint site and add, edit and delete items in standard lists and document libraries.