



Microsoft SharePoint Training – Site Owners Course Contents - Duration: 1 Day

What we will learn:

SharePoint Overview

What is a site collection?
Site content and content types
Considerations when designing your site

Managing document libraries

Creating new libraries
Creating new columns / column types
Creating calculated columns
Creating new views / calculated views

Custom lists

Creating and using a custom list
Adding / Managing list columns

Lookup columns

Creating lookup columns
Enforcing relationship behaviour

Site columns

Creating a site column
Using site columns in lists/libraries
Managing site columns

Content types

Creating document content types
Using content types in libraries

Templates

Creating document content types
Using content types in libraries

Site settings and Navigation

Tops links bar / Quick launch / Page links
Title / Description / Logo
Site Theme / Change the look

Site contents

View & manage all existing site contents
Add new web apps / Web parts

Site pages

Creating new site pages
Page layout / Adding page content
Adding web parts to a page
Managing and linking site pages

Sub sites

Creating a subsite / Delete a subsite
Types of subsite / workspaces

Permissions

Site permissions / Permission levels
Permission groups / Add remove users
Inheriting / unique permissions

**Why was the computer tired when it got home?
Because it had a hard drive!**