

Course duration

- 2 days

Course Benefits

- Navigate a SharePoint Online site as an administrator.
- Use pages, web parts, site content types, and other tools to add content with ease.
- Harness the power of SharePoint's seamless integration with Excel and Outlook.
- Manage permissions and control access to keep your SharePoint sites secure.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

Course Outline

1. Working with Sites
 1. Site Templates
 2. Creating Sites
 1. Creating a Team Site
 3. Site Navigation
 1. Managing Site Navigation
 4. Exercise: Creating Team Sites
 5. Exercise: Creating a Blog Site
2. Page Content
 1. Wiki Library Pages

1. Editing the Team Site Home Page
2. Web Part Pages
 1. Creating a Web Part Page
3. Working with Web Parts
 1. Adding Web Parts to Pages
4. Exercise: Working with Wiki Pages
3. Site Columns and Content Types
 1. Site Column Gallery
 1. Explore the Site Column Gallery
 2. Creating Site Columns
 1. Create a Custom Site Column
 2. Add a Site Column to a List
 3. Site Content Type Gallery
 1. Explore the Site Content Types Gallery
 4. Creating Content Types
 1. How to Create and Use Content Types
 5. Exercise: Creating and Working with Content Types
 6. Exercise: Adding a Content Type to a Library
4. Office Integration
 1. Outlook Integration
 1. Create an Alert
 2. Exercise: Outlook Integration
5. Managing SharePoint Site Permissions
 1. SharePoint Groups
 1. View the Default SharePoint Groups
 2. Assigning Permissions
 1. Add a User Account to a SharePoint Group
 3. Permissions Inheritance
 1. Modifying Permissions Inheritance
 4. Exercise: Working with SharePoint Permissions

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.