

## SharePoint Site Owners (advanced) – Duration - 2 days

### *Audience*

This course is **designed for staff who have been appointed to become a Site Owner for their team's SharePoint site**. The overall course is very hands-on as the trainee learns how to create and manage all aspects of a site from Document Libraries and Lists to webpages and through to access and permissions.

### *Prerequisite*

Must have attended the End-user's (beginners) training course or demonstrate the existing knowledge on End User level by passing the End-users end-of course test with 80% or more.

### *SharePoint Site Owners (advanced)*

#### **Module 1**

Recap on beginners / end user basics

Creating, modifying, managing and deleting Document Libraries

Hiding / displaying the Folder option

Adding templates to SharePoint for authors to create documents easily

Recap on 'no folders' and the Cog Wheel

Metadata / column headers – creating, modifying, managing and deleting column headers

Look at Edit in grid view

Recap on basic Views (in preparation for Module 2)

Overview of webpages (in preparation for Module 4)

#### **Module 2**

A brief recap of Document Libraries

An overview of sub-sites

A reminder of sorting, filtering and grouping

Views – including Grouping Views, Filtered Views, Views with calculations (Volatile Functions), basic Formatting, Conditional Formatting and Column Formatting

Exporting to Excel

Tackling Lists 'like a Site Owner'

## Module 3

Brief recap of Modules 1 and 2

Permissions:

Groups – default groups and Site Owner created groups

Hierarchical permissions, permission inheritance and breaking inheritance

Setting permissions for the Site

Setting permissions for Document Libraries and Lists

Granting permission to external partners

Collaboration between apps:

MS Word, MS Forms, Yammer, OneNote and how they can be integrated into SharePoint

## Module 4

Recap on permissions

Working on webpages:

Creating and editing intranet-style webpages

Adding links between pages

Embedding an MS Form (e.g. a survey)

Accessing OneNote, Planner, etc. from a SharePoint page

Inserting Document Libraries into an intranet-style page

Inserting Lists into an intranet-style page

Inserting a variety of objects into intranet-style pages including:

Heroes

Yammer Conversations

YouTube videos

World clock and World weather

Finding and locating 'lost' web pages