SharePoint – Site Owner

Course Description
Upon successful completion of this course, existing SharePoint site users will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site.

Prerequisites
To ensure success in this course delegates should be have basic end-user skills with Microsoft Windows 7, 8 or 10 and any or all of the Microsoft Office 2007, 2010 or 2013 suite components, plus basic competence with Internet browsing. You should also have basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site.

What Next?
SharePoint – Site Administrator

Course Content

Unit 1: Creating a New Site
Create a Site
Change the Look and Feel of Your SharePoint Site

Unit 2: Adding and Configuring Libraries
Configure Document Library for Your SharePoint Team Site
Configure the Site Assets Library for Your SharePoint Site
Add and Configure a Wiki for Your SharePoint Site

Unit 3: Adding and Configuring Lists
Add an Announcement List
Add and Configure a Task List
Add and Configure Contact and Calendar Lists
Add and Configure a Blog Subsite
Add and Configure a Custom List to your SharePoint Site
Customize List Forms

Unit 4: Configuring Site Settings, Navigation, and Search
Configure Site Search Options
Configure Site Administration Settings
Configure Site Organization and Navigation

Unit 5: Assigning Permissions and Access Rights
Share Sites and Set Site Permissions
Secure Lists, Libraries, and Documents

Unit 6: Configure Content Roll-up, Summary Links, and Site Map
Add and Configure the Content Search Web Part
Add and Configure the Relevant Documents Web Part