55261: SharePoint® for Office 365® Site Owner

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course teaches participants SharePoint in Office 365 basics such as working with lists and libraries, basic page customization and managing site permissions and users.

Target Audience

This course is intended for:

- Site Owners and managers new to working in a SharePoint Office 365 environment.

Prerequisites

To attend this course, candidates must have:

- Basic computer knowledge
- Basic Microsoft Office skills.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate a SharePoint 2016 Team Site.
- Create and edit web page content.
- Create site columns and content types.
- Integrate Office applications with SharePoint 2016.
- Manage basic permissions of SharePoint 2016 resources.

Course Topics

Module 1: Working with Sites

- Site Templates
- Creating Sites
- Site Navigation

Course Topics *Continued*

Module 2: Page Content

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

Module 3: Site Columns and Content Types

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Module 4: Office Integration

- Office Integration

Module 5: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Inheritance

LABS INCLUDED