SharePoint Site Owner

Detailed Outline - 2-Day Course

Getting to Know SharePoint Online

What Is SharePoint
SharePoint Sites
Team Sites
Core Elements of a SharePoint Site
SharePoint Apps
Accessing SharePoint Online
Signing Out of SharePoint

Creating Team Sites

Sites and Site Collections
Understanding Creating Sites
Creating a Team Site
Quickly Changing the Theme
Changing the Logo
Change the Look Options
Changing the Look of a Site

Navigating a SharePoint Site

Navigation Elements in a SharePoint Site
Navigating a Site Using the Quick Launch
Customising the Quick Launch
Displaying All Content in Your Site
Navigating to Your Delve Profile
Following a Site

OneDrive for Business

Understanding OneDrive for Business
Accessing OneDrive for Business
Uploading Files
Creating New Files
Creating New Folders
Editing Files
Sharing Files
Synchronising Your Library
Deleting Files and Folders

Getting Started with Libraries

Understanding Library Apps
Uploading a Single File
Uploading Multiple Files
Creating a New Document in a Library
Creating a New Folder in a Library
Selecting Files
Reading a Document
Downloading a Copy of a Document
Editing a Document
Deleting a File
Restoring a Deleted File

Working with Libraries

Understanding Document Co-authoring
Emailing a Link to a File
Synchronising a Library or Folder
Viewing Properties
Editing the Properties of a File
Understanding Versioning and Check Out
Using Check in and Check Out
Viewing Version History
Approving or Rejecting a File or List Item
Restoring an Earlier Version
Checking Permissions on Files
Sorting and Filtering Libraries
Creating an Alert on a Document
Creating an Alert on a Library
Managing Your Alerts

Working with Lists

Understanding Lists
Adding a List
Adding Items to a List
Adding Columns
Creating a List from a List App
Creating a New Item in a List

Creating a New List Item Using Quick Edit
Editing the Properties of a List Item

Deleting a File or List Item
Restoring a Deleted List item

Working with Calendars

Adding a Calendar
Adding an Event
Adding a Recurring Event
Changing an Event
Connecting a Calendar to Outlook
Working With Connected Calendars in Outlook
Disconnecting a SharePoint Calendar
Deleting an Event
Setting Up for Calendars Overlay
Using Calendars Overlay

Creating Views

Creating a New View From an Existing View
Creating a Custom View
Understanding the Create View Page
Selecting the Columns
Modifying a View
Specifying Sort Criteria
Specifying Filter Criteria
Specifying Grouping Criteria
Creating a Dynamic View
Creating a Calendar List View
Deleting a View

Getting Help

Using Help
Searching in SharePoint
Searching in a Library or List
Using Google to Get Help

SharePoint Site Owner

Advanced Lists

Importing a List From Excel
Publishing an Excel Table as a List
Updating Data in a Connected Excel Table
Adding a Custom List
Understanding Column Types
Adding a Column to a List
Adding a Column With Custom Validation
The List and Library Settings Page
Modifying a Column in a List or Library
Deleting a Column From a List or Library
Reordering Columns in a List or Library
Renaming a List or Library
Changing the Versioning Settings
Creating Multiple Items From Excel
Editing the Document Template for a Library
Deleting a List or Library

Working With Pages

Understanding Page Types
Placing the Home Page in Edit Mode
Modifying the Home Page Layout
Modifying the Home Page Web Parts
Creating a New Wiki Page
Placing a Page in Edit Mode
Inserting and Formatting Text
Inserting Tables
Inserting Pictures
Inserting Links
Inserting Web Parts Into a Text Editor Control
Linking to an Existing Wiki Page
Linking to a New Wiki Page
Renaming a Wiki Page
Deleting a Page

Site Templates

Understanding Site Templates and Subsites
Creating a Communication Site
Customising a Communication Site Home Page
Creating a Blog Subsite
The Blog Subsite
Creating a New Blog Post
Creating a Team Subsite
Creating a Project Subsite

SharePoint Workflows

Understanding Workflows
Creating a New Workflow
The Flow Information Page
The Flow Designer
Customising a Workflow
The Flow Homepage
Testing a Workflow
Deleting a Workflow
The Flow Mobile App

Content Types

Understanding Site Columns
Understanding Content Types
Creating a Content Type
Adding Columns to a Content Type
Adding a Content Type to a Library
Using a Custom Content Type
Changing the Template for a Content Type
Understanding Document Sets
Creating a Document Set Content Type
Configuring a Document Set Content Type
Using a Document Set Content Type
Removing a Content Type from a Library

Managing Security

Understanding Permissions
Understanding Inheritance
Breaking Permissions Inheritance
Viewing Permissions for Groups
Viewing Permissions for Users
Adding Users to a Group
Removing Users From a Group
Creating a Custom Group
Modifying a Group
Deleting a Group
Viewing Permissions on Libraries and Lists
Granting Unique Permissions to a Library
Restoring Permissions Inheritance
Creating Customised Permission Levels

The SharePoint Mobile App

Signing in to the SharePoint Mobile App
Navigating the SharePoint Mobile App
Navigating a Site in the Mobile App
Working With People
Working With Me

Social Networking

Understanding Delve
Accessing Delve
Editing Your Profile Page
Checking the Language and Region Settings
Working With Boards
Working With Favourites
Using Your Blog
The Delve Mobile App