

# 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

### 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

### 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 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

### 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

# SharePoint Site Owner

## 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

## 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

## 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

## Power Automate

- Understanding Flows
- Creating a New Flow
- The Flow Information Page
- The Flow Designer
- Customising a Flow
- The Flow Homepage
- Testing a Flow
- Deleting a Flow

## 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

## 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

## 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

## Hub Sites

- What is a hub site?
- Advantages of hub sites
- Associate a site to a hub
- View of hub site