

Microsoft SharePoint

Intermediate

COURSE OUTLINE



TARGET AUDIENCE

This one-day course is designed for existing SharePoint users who want to build on their existing knowledge.

LEARNING OUTCOMES

By the end of this course, you will be familiar with topics such as Advanced Lists, Pages, Templates, SharePoint Workflows, Content Types, Security, Mobile App and Social Networking.

DURATION: 1 day

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 Lists
- 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



