

## MS SharePoint 365 Course Outline – Site Owners

### Course Objectives

This course is designed for those who need to know how to create/manage Sites, apply SharePoint Security, manage Lists/Libraries and create and deploy a Content Types. It is suitable for those who have attended an Introduction course and have a working knowledge of using SharePoint as a user.

By the end of this course you will be able to create Sites. Understand the difference between the Classic and New Experience views. Create and customise Libraries and Lists. Create and use Workflows. Modify Webparts and Wiki Pages.

Estimated Course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Working with Sites

- Understanding Site Creation
- Creating top level Team sites
- Creating Team Subsites
- Linking to a Parent site
- Site Settings Overview
- Look and feel settings
- Understanding Site Permissions
- Setting Group Permissions
- Setting Library Permissions
- Setting List Permissions

#### Documents Libraries

- Classic v New Experience
- Customising Library Views
- Personalising New Experience Document Libraries

#### Lists

- Customising Lists
- Creating List Columns
- Adding Calculated Columns
- Creating Lists from Excel

#### Workflows

- Understanding Workflows
- Creating Workflows
- Using Workflows

#### Modifying Pages

- Creating Web Part pages
- Editing Web Part pages
- Creating Wiki pages
- Editing Wiki pages
- Working with Site pages