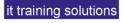# SharePoint Editor

Duration : 1 day

Course Overview

This course is designed to familiarise the SharePoint Site user with the basics of its operation. In addition, creation of simple content types and Office integration are covered.

Course Content

Introducing SharePoint Features
Sites, Libraries, Lists, Users and Pages

Customising Lists and Libraries
Adding new Columns to a List
Column types and settings
Editing List or Library Properties
Creating and Applying List and Library Views
Customising and defaulting Views

Automation
Alerts and Reminders
Setting Rules for Lists
Automation from Power Automate

MS Forms
Linking Modern Lists to MS Forms
Using Forms for Surveys

Office Integration
Excel Lists – Publishing and synchronising SharePoint & Excel
SharePoint & MS Teams – future collaboration

Personalising your Pages
Personal and Shared Page views
Editing Pages
Customising a free form Web Page* or Information page
Customising the Modern Site Page
Modern Web Parts and Page Editing techniques
Adding Web Parts from Web Part Galleries*
Adding App Web parts for site elements
Inserting other Web Parts
Linking to Pages and building cascading Menus

Customising SharePoint Sites and Pages
Customising the Home Web Part Page of the site
Viewing and changing Site Information
Viewing Site Settings as an Editor