SharePoint Owner

Duration : 1 day

Course Overview

This course is designed to familiarise the SharePoint Site Owner with the creation, customisation and management of SharePoint Sites in the modern SharePoint Online environment.

Course Content

Introducing SharePoint Sites
Creating Team and Communication Sites
Site Planning strategies

Hub Sites and Associated Sites

Customising Sites
Changing the Look and Feel
Site Settings
Managing Site Content

Site Permissions
Groups and Permission Levels
List and Library Permissions
Viewing Site Permissions
Adding new Members and external Guests

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

List Applications
Building Canvas Power Apps from SharePoint Lists
Creating and publishing Power Apps for Site Users

Reporting on Site Content
Using SharePoint Folders and Lists in Power BI
Viewing Usage Statistics in Site Content

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

Customising SharePoint Sites and Pages
Customising the Home Web Part Page of the site
Viewing Site Settings as an Owner
Site Collection Administration
Office 365 SharePoint Admin Centre