



SharePoint Course for Site Owners



Your learning needs are at
the heart of what we do.

By FourSquare Training



Microsoft SharePoint Site Owner Course for Administrators Topics & Outline: Two Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Lesson 1: Introduction to SharePoint Online for Administrators

1. What is SharePoint Online and how does it work with Microsoft 365?
2. Understanding SharePoint Versions and Licensing
3. Connecting to (and Navigating through) the SharePoint environment
4. Common SharePoint Terminology

Lesson 2: Sites, Sub-sites and SharePoint Architecture

1. What are SharePoint Sites?
2. Introduction to SharePoint Architecture
3. Creating a Team Site
4. Creating a Communication Site
5. SharePoint Hub Sites
6. Navigating Sites and Sub-Sites
7. Branding and Compositing a SharePoint Site
8. Manage and administrate Site Regional Settings
9. Managing and administrating Site Features

10. Manage and administrate Site Permissions
11. Deleting SharePoint Sites

Lesson 3: Working with SharePoint Pages and Web Parts

1. What are SharePoint Pages and Web Parts?
2. Creating a New Page
3. Editing Existing Pages
4. Changing Rows and Columns on a SharePoint Page
5. Saving a Page as a Template
6. Adding, Configuring and Removing SharePoint Web Parts on a Page
7. Removing Pages
8. Page Analytics
9. Setting a Page as a 'Landing Page'
10. Adding a Page to Navigation

Lesson 4: Using SharePoint Library Apps

1. What is SharePoint Document Management?
2. Creating a Document Library
3. Uploading Documents to SharePoint
4. Saving Documents to SharePoint
5. Creating New Documents within SharePoint
6. Understanding Document Templates
7. Understanding Document Properties
8. Editing Documents
9. Document Versioning and Commenting
10. What is Check-In and Check-Out?
11. Approving Content
12. Understanding Document Content Types
13. Understanding Document Sets
14. Deleting Documents and Document Recovery



15. Syncing Documents with OneDrive

Lesson 5: Using List Apps

1. What are List Apps?
2. Creating a List from a Template
3. Creating a List from an existing List
4. Creating a List from [Excel](#)
5. Creating a List Manually
6. Creating and Modifying Columns
7. Understanding List Content Types
8. Attaching a Document to a List Item
9. Importing and Exporting List Data with [Excel](#)
10. List Form Layout and Configuration

Lesson 6: Creating and Using Views in SharePoint

1. What are SharePoint Views?
2. Creating a Sort View
3. Creating a Filter View
4. Creating a Custom Group by View
5. Conditional Formatting
6. Using Views on SharePoint Web Parts

Lesson 7: Power Automate and SharePoint Integration

1. Understanding the Basics of [Power Automate](#)
2. Creating a List Workflow
3. Contemporary Approval Workflows

Lesson 8: Working With SharePoint Permissions

1. What are SharePoint Permissions?

2. Working with SharePoint Groups
3. Managing SharePoint Site Permissions
4. Managing List, Library and Item Permissions
5. Understanding Permissions Levels
6. Guest User Permissions
7. Content Sharing Permissions

What our previous learners have to say:

SharePoint Site Owner Course Feedback

“Very informative, friendly and supportive throughout the course. He opened well for questions and always provided a suitable answer.”

SharePoint site owner course Liverpool

“Really good, knowledgeable and approachable, very comprehensive info and feel quite well equipped to try all this for myself.”

SharePoint site owner course Edinburgh

“Fantastic and I would go so far as to say he was one of the best trainers I have ever had. I cannot wait until his next training session.”

SharePoint site owner course Portsmouth

“Beyond expectations.”

SharePoint site owner course Stockport





SharePoint End User Course Feedback

“Excellent. A good sense of humour and someone clearly passionate about the topic. Really enjoyed! Top marks.”

SharePoint end user course virtual classroom

“Fantastic person. I could do with a BatPhone for the trainer”

SharePoint end user course Leeds

“Always brings her personality and experience into the training which makes it easier to see how things will work for us.”

SharePoint end user course London

“Made the course fun and informative. Would highly recommend *applause*.”

SharePoint end user course Ilkeston Derbyshire

SharePoint Power User Course Feedback

“Excellent training, well delivered. Adapted to the audience very nicely. Answered all questions, even those that were tangentially related to course.”

SharePoint Power User course Weymouth

“Engaging and lovely and knows his stuff. The course is brilliant, I cannot wait to get it up and running. We would highly recommend it to anyone. Thank you so much.”

SharePoint Power User course Leeds

“The trainer's knowledge was excellent and she was happy to answer any questions we had in the wider field such as Teams, even those outside of the SharePoint Online platform.”

SharePoint Power User course Virtual Classroom

“The training here went really well and the trainer was brilliant.”

SharePoint Power User course Hertfordshire

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information:**



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