



SharePoint Course for Site Collection Administrators



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

By FourSquare Training

Lesson 1 – Introduction to SharePoint for Administrators in SharePoint Online

- What are SharePoint and Office 365 / Microsoft 365?
- Understanding SharePoint Versions and Licenses
- Connecting to and Navigating the Environment
- Understanding SharePoint Terminology and Concepts
- SharePoint Planning and Strategy In Brief

Lesson 2 – Sites, Sub-sites and Architecture in SharePoint Online

- Basic SharePoint Architecture
- Creating Team Sites
- Creating Blogs
- Creating Community Sites
- Navigating Sites
- Changing the Appearance of SharePoint Sites
- Inserting a Corporate Logo
- Administering Regional Site Settings
- Administering Site Features

Lesson 3 – Using List Apps in SharePoint Online

- Create and Use the Calendar List App
- Create and Use the Task List App
- Create and Use the Discussion Board List App
- Setting up and working with the Announcement List App
- Setting up and working with the Promoted Links List App
- Attach a Document to a List Item
- Importing, Exporting and Syncing List Data with Microsoft Excel
- Creating and Building Custom List Apps

Lesson 4 – Using Library Apps in SharePoint Online

- Create a Document Library
- Uploading Documents to SharePoint
- Creating New Documents
- Document Properties
- Editing Documents
- Document Versioning and Version Control
- Check-in and Check-out Procedures
- Managing Content Approval
- Document Content Types
- Understanding Document Sets
- Deleting Documents and Recovering Deleted Documents
- Create and use a Picture Library



Lesson 5 – Creating and Using Views in SharePoint Online

- Changing the View of a List or Library App
- Creating a Custom View with Sort
- Creating a Custom View with Filters
- Creating a Custom View with Group by

Lesson 6 – Working with Workflows in SharePoint Online

- Understanding Workflow Processes
- Activating the Site Collection Workflow Feature
- Setting up and Running the Approval Workflow
- Setting up a Workflow for Automation and Processes
- Workflow Management

Lesson 7 – Working with Permissions in SharePoint Online

- Understanding SharePoint Permissions
- Creating a New SharePoint Group
- Adding Users to a Group
- Checking User Permissions
- Manage Site Permissions
- Managing List and Library Permissions
- Managing Individual Item and Document Permissions
- Re-Inheriting Permissions
- View Existing Permissions Levels
- Create new Permission Levels

Lesson 9 – Editing Pages and Web Parts in SharePoint Online

- SharePoint Page Types
- Creating New Pages
- Editing Pages
- Altering a Page Layout
- Adding Text to a Page
- Inserting Images into a Page
- Adding App Parts to a Page
- Configuring Web Parts
- Using the Relevant Document Web Part
- How to Delete a Web Part from the Page

Lesson 10 – Working with Site Collection Policies in SharePoint Online

- Site Retention Policies
- Information Management Policies

Lesson 11 – Harnessing the Power of Search in SharePoint Online

- Understanding Search in SharePoint
- Crawling Content
- Using Sources from Search Results
- Using and setting Query Rules



- Using the Search web parts

Lesson 12 – Taxonomy and Metadata in SharePoint Online

- Understanding SharePoint Taxonomy and Folksonomy
- Using the Managed Metadata Service
- Creating a Term Set
- Using the Managed Metadata Column

Lesson 13 – SharePoint Branding and Corporate Customisation

- Understanding SP Branding
- Collaborating on Site Branding
- Publishing Site Branding

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FourSquare Innovations Ltd



Print responsibly.

info@foursquaretraining.co.uk

0844 493 3699

