

SharePoint Owner – 2 days

Prerequisites

In order to successfully master SharePoint Navigation, Windows Beginners must have been completed.

Create a Site

- Create a Site
- Site Creation Options
- Templates
- Site Settings Page
- Change the Look and Feel
- Customise Styles
- Change the Logo
- Create Promoted Links

Document Library Setup

- Setup a Library
- Set Versioning
- Set Library Settings
- Advanced Settings
- Check Documents In/Out
- Setup Site Assets Library
- Approve File Additions

Add and Configure a Wiki

- Create Wiki Page Library
- Edit the Wiki
- Add pages to the Wiki
- Link Wiki Pages
- Format Wiki Pages

Add an Announcement List

- Announcement Lists
- Edit Web Part Options
- Web Part Toolbar
- Insert the App on the Home Page
- Edit the List

Add Contact and Calendar Lists

- Add a Calendar App
- Modify the Calendar View
- Change Calendar Permissions
- Add a Contacts App

Add a Custom List

- Custom List Options
- Add Columns
- Types of Columns
- Calculated Columns
- Column Validation
- Drop Down Fields
- Limit Characters

Site Administration Settings

- Regional Settings
- Site Admin Settings
- Calendar Defaults
- View Popularity Trends

Setup Site Organisation and Navigation

- Site Navigation
- Site Pages
- Navigation Options
- Quick Launch Configuration Options
- Remove Home Page Items

Assigning Permissions

- SharePoint Permissions
- SharePoint Users
- SharePoint Groups
- Permission Levels
- Security Options for Sites