

SharePoint Online Site Owner

This SharePoint for Office 365 Site Owner Training course is designed to equip site owners with the skills necessary to effectively manage SharePoint sites within their organizations. The course covers various aspects of site management, including site creation, navigation, page content, site columns, content types, and permission management. Additionally, students will learn how to integrate SharePoint with Microsoft Office applications like Excel and Outlook. Hands-on exercises are incorporated throughout the course to reinforce key concepts and provide practical experience in working with SharePoint Online as a site owner.

Required Prerequisites

- Basic knowledge of Microsoft 365
- Basic knowledge of SharePoint Online

Table of contents

Module 1: Setup

- Introduction to SharePoint Online

Labs:

- Creating a SharePoint Online Site for Exercises

Module 2: Working With Sites

- Site Templates
- Creating Sites
- Site Navigation

Labs:

- Creating Team Sites

Module 3: Page Content

- Site Pages
- Wiki Library Pages

Labs:

- Working with Site Pages

Module 4: Site Columns And Content Types

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Labs:

- Creating and Working with Content Types
- Adding a Content Type to a Library

Module 5: Office Integration

- Excel Integration
- Outlook Integration

Labs:

- Excel Integration
- Outlook Integration

Module 6: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permissions Inheritance

Labs:

- Working with SharePoint Permissions