

KOENIG SOLUTIONS • COURSE OUTLINE

55261-A: SharePoint for Office 365 Site Owner

Learn to build and manage SharePoint sites, pages, content types, Office integration and permissions as a site owner.

5

MODULES

14

TOPICS

7

HANDS-ON LABS

COURSE OVERVIEW

This course covers creating and navigating SharePoint sites using site templates, and adding page content through wiki pages, Web Part pages and Web Parts. It then addresses customising sites with site columns and content types, and integrating sites with Office Online applications. Finally, it covers managing SharePoint site permissions, including SharePoint groups, assigning permissions and permission inheritance.

WHO THIS COURSE IS FOR

Site Owners

SharePoint Administrators

Content Managers

Business Users

Team Site Owners

LEARNING OBJECTIVES

- Create sites using SharePoint site templates
- Configure site navigation for a SharePoint site
- Build wiki pages and Web Part pages
- Add and configure Web Parts on pages
- Create site columns and site content types
- Apply content types to lists and libraries
- Integrate SharePoint sites with Office Online applications
- Assign and manage SharePoint site permissions

5 Modules, 14 Topics

01

2 Labs

Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

TOPICS

Site Templates · Creating Sites · Site Navigation

02

Lab

Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them.

TOPICS

Wiki Library Pages · Web Part Pages · Working with Web Parts

03

2 Labs

Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

TOPICS

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

04

Lab

Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Note that this chapter explores integration with Office Online products, a browser-based version of Office that allows you to create and modify office documents. There are limits and they do not perform exactly as their locally installed counterparts.

TOPICS

Office Integration

05

Lab

Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.

TOPICS

SharePoint Groups · Assigning Permissions · Permission Inheritance

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	Working with Sites	■ Creating Team Sites ■ Creating a Blog Site
02	Page Content	Working with Wiki Pages
03	Site Columns and Content Types	■ Creating and Working with Content Types ■ Adding a Content Type to a Library
04	Office Integration	Office Integration
05	Managing SharePoint Site Permissions	Working with SharePoint Permissions

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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Flexi (Self-Paced)

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