

Microsoft SharePoint



Advanced

Prerequisites

- A good understanding of Windows
- Experience using Internet Explorer 10 or equivalent browser
- Experience with Microsoft SharePoint Online equivalent to our "SharePoint Online Core Skills Level 1"
- A good knowledge of Microsoft Office 2013 / 2016 applications (Word, Excel, Outlook)

Delegates will learn how to:

- Manage Document and Meeting Workspaces
- Work with a Blog Site
- Manage Custom Lists
- Import Data from an Excel Worksheet into a Custom List
- Customise List and Library Settings such as E-mail and Versioning Settings
- Create Custom Workflows
- Edit Web Pages and Web Parts

Course Outline

Advanced Apps

- Project Tasks
- Discussion Boards
- Surveys
- Custom Lists

Workflows

- Understanding Workflows
- Workflow Administration
- Managing Workflows

Manage Columns

- Define Columns
- Lookup Columns
- Calculated Columns
- Managed Metadata Columns
- Metadata Integrity
- Rating Settings

Editing Web Pages

- Content Pages
- Manage Web Pages
- Web Parts
- Hyperlinks
- Images

Sharing Content

- Principals of Sharing
- Sharing Objects
- Manage Share Requests
- Managing Copies of Files

Content Administration

- List and Library Settings
- Versioning Settings
- Incoming E-mail Settings

