

SharePoint: Power User

Category: Microsoft Office, Microsoft SharePoint, Document Management, Microsoft SharePoint

Course Details

Duration: 1 Day Classroom Training or Online

Timings: 09:30 - 16:30

The Power User Role

- Understanding SharePoint Contributor
- Contribute vs. Design vs. Full Control
- Introducing SharePoint Governance

Site Settings Overview

- Look and feel
- Navigation Settings
- Content and Structure view*
- Built-in app templates
- Identify your site content
- Create your apps
- App Settings
- App Settings to consider
- Picture Libraries
- Discussion boards
- Surveys
- Custom Lists from scratch

Collaboration Lists

- Overview of list types
- Lists vs. Excel
- Creating lists
- Name, description and navigation
- Custom lists

List Management

- Enabling item versioning
- Advanced list settings
- Exporting lists
- Deleting lists

List and Library Columns

- Choice columns
- Lookup columns
- Site columns
- Managed Metadata

Document Libraries

- Creating Libraries
- Common Library settings
- Content ratings

Managing Document Versioning

- Simple Versioning
- Draft and Publish Versioning
- Content Approval
- Approval workflow
- Introducing Content Types

Views

- Creating views
- Sharing Views
- Calendar Views
- Datasheet Views
- Editing views
- Deleting views

Page Design

- Editing text
- Wiki editing
- Link lists
- Adding images
- Adding video
- Asset libraries

Web Parts

- Adding web parts
- Moving web parts
- Editing web part views
- Editing web part properties
- Promoted Links web part
- Understand Content Pages
- Wiki Pages
- Formatting wiki pages
- Pictures
- Adding Web media
- Hyperlinks
- Hyperlinks to an email address

Security

- Sharing sites
- Sharing documents
- Checking access

- Discussion: Secure subsites

*Only available in sites with Publishing Features enabled

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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