Training: Microsoft

MS-55261 SharePoint for Office 365 Site Owner Training

TRAINING GOALS:

This class gives you hands-on experience with SharePoint 365 Site Owner tasks. You have the opportunity to practice building and managing team sites, creating and editing content, integrating Excel and Outlook, and managing permissions. First, your expert SharePoint instructor will demonstrate how to build different types of sites and how to create and configure site navigation. Then, your live trainer will provide guidance on managing page content. Next, you will learn best practices for using web parts, creating site columns, using content types, and integrating with Excel and Outlook. Finally, the class wraps up with SharePoint site permissions including hands-on practice creating SharePoint groups, assigning permissions, and adjusting permissions inheritance. By the end of this class, you will be ready to help users securely share documents, collaborate on content, and access the business information they need to work together more efficiently.

At Course Completion

- Learn to navigate a SharePoint 2016 Team Site.
- Learn to create and edit web page content.
- Learn to create site columns and content types.
- Learn to integrate Office applications with SharePoint 2016.
- Learn to manage basic permissions of SharePoint 2016 resources.

Audience profile:

This course is intended for site owners and managers new to working in a SharePoint Office 365 environment.

CONSPECT:

- Module 1: Working with Sites
  - Site Templates
  - Creating Sites
  - Site Navigation
  - Lab: Creating Team Sites

Compendium Centrum Edukacyjne Spółka z o.o.
ul. Tatarska 5, 30-103 Kraków, tel.: (12) 298 47 77
ul. Postępu 18B, 02-676 Warszawa, tel.: (22) 417 41 70
BNP Paribas Bank Polska S.A.
EUR: PL 79 1600 1462 1853 6451 3000 0006
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- Lab: Creating a Blog Site
- Module 2: Page Content
  - Wiki Library Pages
  - Web Part Pages
  - Working with Web Parts
  - Lab: Working with Wiki Pages
- Module 3: Site Columns and Content Types
  - Site Column Gallery
  - Creating Site Columns
  - Site Content Type Gallery
  - Creating Content Types
  - Lab: Creating and Working with Content Types
  - Lab: Adding a Content Type to a Library
- Module 4: Office Integration
  - Office Integration
  - Lab: Office Integration
- Module 5: Managing SharePoint Site Permissions
  - SharePoint Groups
  - Assigning Permissions
  - Permission Inheritance
  - Lab: Working with SharePoint Permissions

Difficulty level



CERTIFICATE:

Certificate of completing an authorized Microsoft training

TRAINER:

Microsoft Certified Trainer

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