



SHAREPOINT ONLINE: SITE OWNERS

Course Code: 100830

Learn how to create and Manage Sites.

Microsoft SharePoint is a collaboration platform that allows multiple users to share documents, exchange ideas, and work together. This course will help experienced SharePoint users learn how to create and manage sites.

What You'll Learn

Learn how to create and manage sites. It will look at changes that have been made to the user interface, show users how to create new sites, libraries, lists, as well as change site settings and manage site options.

Who Needs to Attend

SharePoint Online Site Users

Prerequisites

Students should be comfortable using the keyboard, mouse, and a web browser. Previous experience with using SharePoint as a user and the completion of the SharePoint Online: For Site Users course is recommended.

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CLASSROOM LIVE

\$790 USD

2 Day

Classroom Live Outline

Creating a New Site

- **Create a Site**

- ☒ What is SharePoint?
- ☒ SharePoint Site Hierarchy
- ☒ What are Top-Level Sites?
- ☒ SharePoint Site Templates
- ☒ Site Creation Options
- ☒ Navigate the Site Settings Page
- ☒ Site Actions Group
- ☒ Deleting a Site

- **Design Your SharePoint Site**

- ☒ Look and Feel Group
- ☒ Change Title, Description, and Logo
- ☒ Change the Look Settings Page
- ☒ Customize Looks
- ☒ Customize Text Layout

Adding and Configuring Libraries

- **Configure a Document Library for a Team Site**

- ☒ Document Library Settings
- ☒ Navigate Documents Settings page
- ☒ Change Library Name, Description, and Navigation Settings
- ☒ Change Versioning Settings
- ☒ Change Advanced Settings
- ☒ Change Enterprise Metadata and Keyword Settings

- **Configure the Site Assets Library for a Site**

- ☒ What is an Asset Library?
- ☒ Create an Asset Library

- ☒ What is the Rating Feature?
- ☒ What is Content Approval?
- **Add a Wiki to your Site**
 - ☒ What is a Wiki?
 - ☒ Add a Wiki Page Library
 - ☒ Wiki Page Library Settings
 - ☒ Approving Content

Adding and Configuring Lists

- **Add an Announcement List**
 - ☒ What is an Announcements List?
 - ☒ Add an Announcement List
 - ☒ Add a List, Library, or App on a Page
 - ☒ Edit Web Part Options
 - ☒ Web Part Toolbar Options
- **Add a Task List**
 - ☒ What are Task Lists?
 - ☒ Add a Task List
- **Add Contact and Calendar Lists**
 - ☒ What are Calendar Lists?
 - ☒ Add Calendar Lists
 - ☒ What are Contacts Lists?
 - ☒ Add Contact Lists
- **Add a Blog**
 - ☒ What is a Blog Site?
 - ☒ Add a Blog Site
 - ☒ Writing and Managing Blog Entries
- **Add a Custom List**
 - ☒ What are Custom Lists?
 - ☒ Adding a Custom List
 - ☒ Options When Adding List Columns
 - ☒ What are Calculated Columns?
 - ☒ Validation Settings

Configuring Site Settings

- **Configure Site Search Options**
 - ☒ What are Result Sources?
 - ☒ What are Result Pages?
 - ☒ Configure Site Search Settings
 - ☒ What is the SharePoint Search Center?
- **Configure Site Administration Settings**
 - ☒ Site Administration Settings Group
 - ☒ Configure Regional Settings
 - ☒ Access Popularity Trends
- **Configure Site Navigation Settings**
 - ☒ Site Navigation

- ☒ What are Site Pages?
- ☒ Navigation Elements
- ☒ Configure Quick Launch Options
- ☒ Configure the Top Link Bar
- ☒ Notes on Navigation Across SharePoint Sites

Assigning Permissions and Access Rights

- **Configure Site Permissions and Security Options**

- ☒ What are SharePoint Permissions?
- ☒ SharePoint Users vs User Accounts
- ☒ Using SharePoint Groups
- ☒ SharePoint Permission Levels
- ☒ What is Permission Inheritance?
- ☒ Securable Objects
- ☒ Permissions for Securable Objects
- ☒ Permissions for Sites

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Aug 11 - 11, 2025 | 9:00 AM - 5:00 PM EDT

Oct 9 - 10, 2025 | 9:00 AM - 5:00 PM EDT

Dec 11 - 12, 2025 | 9:00 AM - 5:00 PM EST

Mar 23 - 24, 2026 | 9:00 AM - 5:00 PM EDT



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PRIVATE GROUP TRAINING

2 Day

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