

1 Day

Course Overview

Enhance your SharePoint skills with our Future Savvy 1-day course for Owners. Ideal for experienced users, learn to create and manage sites, libraries, and lists. Master site design, configuration, navigation settings, and permission assignments. This course is perfect for those seeking to effectively use SharePoint for business and organisational collaboration.

Course information:

If you're experienced with SharePoint and want to start using Microsoft SharePoint for Owners for business needs, we can help you take full advantage of this widely used Microsoft application, in just 1 day.

The Future Savvy 1-day Microsoft SharePoint for Owners course is designed for those who want to use this widely recognised application for online collaboration businesses and organisational needs. Knowing how to use it effectively can make all the difference to organisations large or small.

After our Microsoft SharePoint for Owners training, experienced SharePoint users will be able to create and manage sites. We'll show you how to look at changes that have been made to the user interface, show you how to create new sites, libraries, lists, as well as change site settings and manage site options like a pro.

What you will learn:

With this Microsoft SharePoint for Owners course, you will be able to:

- Create new sites
- Add and configure lists & libraries
- Configure Site settings and security
- and so much more

By the end of the 1-day instructor-led Microsoft SharePoint for Owners course, you'll go from creating new Sites to configuring lists and settings to assigning permissions and access rights.

Course Outline

1. Creating a New Site

- Create a Site
- Design Your SharePoint Site

2. Adding and Configuring Libraries

- Configure a Document Library for a Team Site
- Configure the Site Assets Library for a Site
- Add a Wiki to Your Site

3. Adding and Configuring Lists

- Add an Announcement List
- Add a Task List
- Add Contact and Calendar Lists
- Add a Blog
- Add a Custom List

4. Configuring Site Settings

- Configure Site Search Options
- Configure Site Administration Settings
- Configure Site Navigation Settings

5. Assigning Permission and Access Rights

- Configure Site Permissions and Security Options