

SHAREPOINT "SITE DESIGNER"

Duration: 3 half-days (9h)

Prerequisite:

-Web browser

-Office

Course material: provided

Pedagogical means:

- Distance learning

- Demonstrations

- Training material included

Skills acquired at the end of the training:

- Create sites and subsites on Sharepoint online
- Create, configure, and secure lists and libraries of documents

- Customize a SharePoint site: pages, navigation, and WebParts components

- Manage the security and access of your SharePoint sites

PROGRAM

Part 01

General introduction

- Understanding SharePoint
- Team site Vs communication site
- The homepage
- The setup wheel

Site Management

- Site architecture:
Understand the concepts of site collections and hubs
- Site collection administration tools
 - Site content (enumeration of predefined applications)
 - Site Setting
- Create subsites
 - Overview of the 3 security groups (readers/members/facilitators)
- Change a site's settings
- Setting up navigation
- Audiences

Create a document library

- The "site content" tool
- The different models of libraries
- Create a document library
- Add a document template
- The "Library setting" tool

- Add the library to the navigation menus
- Create a library template

Part 02

Create and manage metadata

- Defining Metadata
- Create and manage metadata
- Create custom views
- Constrain extraction

Create and set up a list

- Create a custom list or from a template
- Set up a list
- Create and set up views

Security Management

- Native groups in SharePoint
- Users: add, remove, user groups
- Understanding the concept of permission inheritance



Part 03

Security Management

- Create unique permissions on a subsite, application, folder, or document
- Create and customize permission levels
- Check a member's permissions

Pages & apps

- Home page
- Create and edit pages
- Site Pages Library
- Adding apps
- Setting up WebParts
- Adding a WebPart Library of documents

