



Office 365 SharePoint – Site Owner

Course Description:

This course is intended to help users, experienced with using SharePoint Online as an end user, understand how to create and manage sites. This course will cover how to create new sites, libraries, lists, apps and pages as well as change site settings and manage site options. This course is delivered using SharePoint Online for Microsoft 365 in Modern Mode.

Prerequisites:

This course assumes the user understands the basics of using a Windows-based computer. Delegates should be comfortable using the keyboard, mouse and a web browser. Previous experience with using SharePoint as an end user and the completion of the Microsoft SharePoint Online for End Users course is recommended.

Learning Objectives:

By the end of this course, users should be comfortable with creating new sites in SharePoint Online, adding and configuring libraries; adding and configuring lists; adding pages and web parts; configuring site settings, assigning permissions and access rights; and working with advanced site options.

Course Content:

Lesson 1 - Creating a New Site

- Create a Site
- Customise a Site
- Design a Site

Lesson 2 - Adding and Configuring Libraries, Apps, Lists and Pages

- Configure Document Libraries
- Create Additional Libraries
- Add Apps
- Add Lists
- Add Pages

Lesson 3 - Working with Pages

- Add, Edit, Move, Delete Sections



- Add, Edit, Move, Delete Web Parts

Lesson 4 - Configuring Site Settings

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

Lesson 5 - Integrating SharePoint with Microsoft 365 Apps

- Introduction to Power Automate
- Introduction to Power Apps
- Introduction to Microsoft Forms