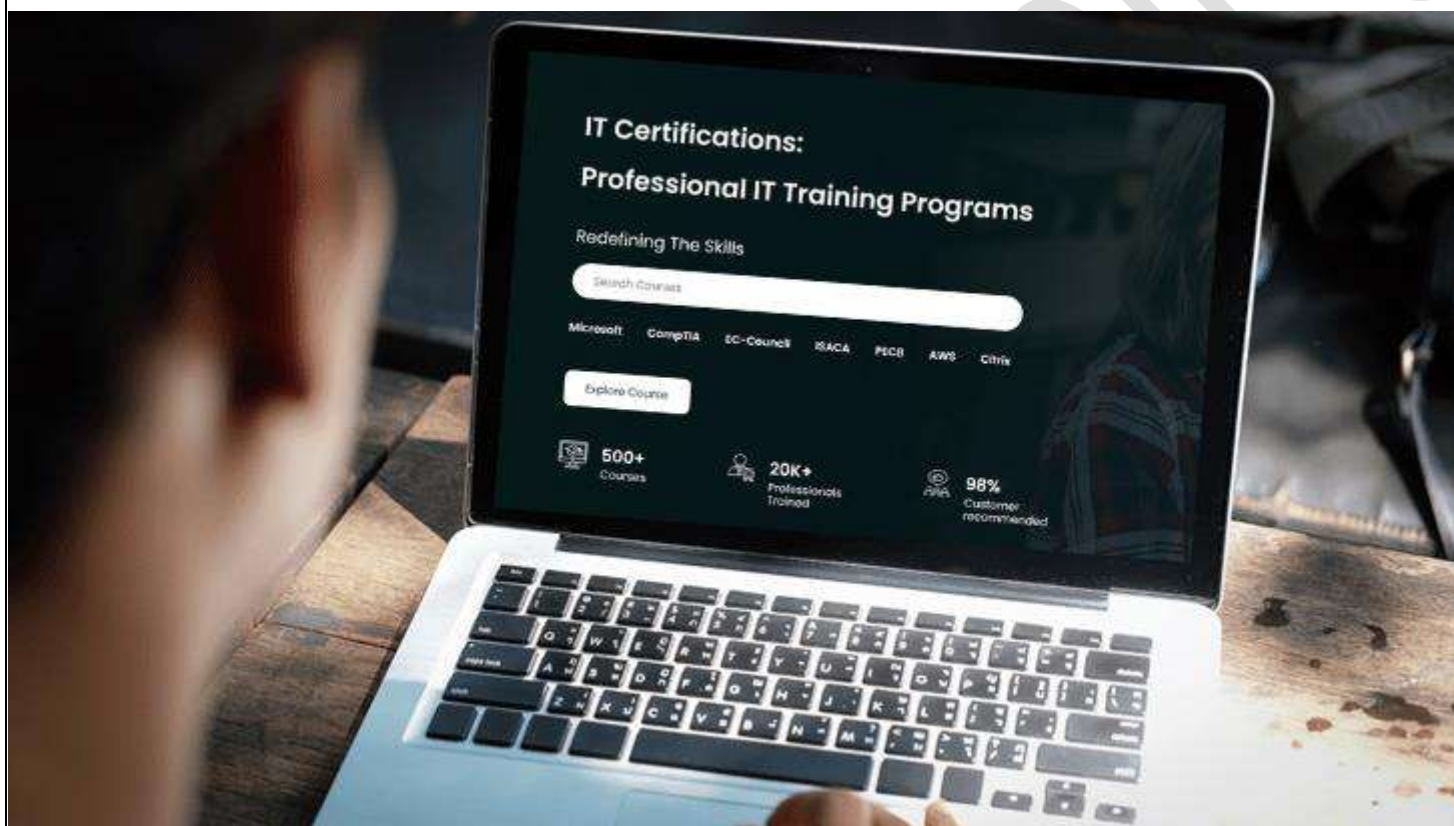# 55261: SHAREPOINT FOR OFFICE 365 SITE OWNER TRAINING

Duration: 2 Days

Course Description

The two-day course covers SharePoint site owner-related topics and gives both fundamental and advanced walkthroughs to make students familiar with Office 365 in a SharePoint environment.

You gain practical expertise with SharePoint 365 Site Owner tasks in this course. Building and managing team sites, producing and modifying material, fusing Excel and Outlook, and controlling permissions are all things you may practice.

Your knowledgeable SharePoint tutor will first walk you through creating and configuring site navigation as well as building various types of sites. Your live trainer will then give advice on controlling page content after that.

The use of web components, the development of site columns, the use of content kinds, and integration with Excel and Outlook will all be covered later.

The final topic covered in the course is SharePoint site permissions, which includes practical exercises in building SharePoint groups, granting access, and modifying permissions inheritance.

By the completion of this course, you will be equipped to assist users in securely sharing documents, working together on content, and gaining access to the corporate data they require to collaborate more effectively.

This training is designed based on the objectives of the course variant 55261A.

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

- Site managers and owners who are new to using SharePoint Office 365 are the target audience for this course.

What you will learn

- Discover how to use a SharePoint 2016 Team Site.
- Learn how to write and edit content for websites.
- Create columns and content types for your website.
- Discover how to incorporate Office programmes with SharePoint 2016.
- Learn how to manage the default permissions for resources in SharePoint 2016.

Curriculum

Module 1: Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

- Site Templates
- Creating Sites
- Site Navigation

Lab: Creating Team Sites

Lab: Creating a Blog Site

After completing this module, students will be able to:

- Understand what Site Templates are.
- Understand the different types of Site Templates that come "out of the box" with different versions of SharePoint.
- Create a new site using Site Templates.
- Create a Project site.
- Create a Team site.
- Create a Blog site.
- Manage the sites listed in the top link bar.

Module 2: Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them.

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

Lab: Working with Wiki Pages

After completing this module, students will be able to:

- Understand what wiki pages are.
- Understand Web Part pages and Web Parts are.
- Add content to the Team Site Home page.
- Change the layout of the Team Site Home page.
- Create a Wiki page.
- Create a Web Part page.
- Add Web Parts.

Module 3: Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

- 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

After completing this module, students will be able to:

- Understand Site Columns.
- Understand Content Types.
- Create Site Columns.
- Create Content Types.
- Create a document template for a Content Type.
- Assign a Content Type to a list or library.
- Create new items based on a custom Content Type.

Module 4: Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Note that this chapter explores integration with Office Online products, a browser-based version of Office that allows you to create and modify office documents. There are limits and they do not perform exactly as their locally installed counterparts.

- Office Integration

Lab: Office Integration

After completing this module, students will be able to:

- Create an alert

Module 5: Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.

- SharePoint Groups
- Assigning Permissions
- Permission Inheritance

Lab: Working with SharePoint Permissions

After completing this module, students will be able to:

- Understand SharePoint groups.
- Create SharePoint groups.
- Assign permission in SharePoint.
- Manage permission inheritance at the site level.
- Manage permission inheritance at the list or library level.

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