SharePoint Administrator Course Outline

A one day, 5 star rated course from the Training experts

mtraining

SharePoint Administrator Training Course

On this 1 day course you will learn the skills and knowledge to design, create and manage your own SharePoint sites.

SharePoint is a great platform to be able to share documents and files across your organisation, enable collaboration between your team members and keep track of changes to documents.

On this one day course you will learn how to design and create Team sites and organise Libraries.

Along with setting user permissions and securities and adding Web parts to your Sharepoint site.

This is a practical course that includes example exercises to give you a hands on experience of working with SharePoint.

Suitability - Who should attend?

This SharePoint training is ideal for any one who is currently or will be overseeing the administration of the platform day to day on a basic level and wants to get more out of it.

This course is for people who are perhaps new to the administration side of SharePoint or more experienced administrators who would like to make sure they are making the most out the platform.

Attendees should at least be familiar with the layout of the platform.

Prices and Venue

Manchester Science Park:

1 Delegate: £295 + VAT
2 Delegates: £450+vat
3 Delegates: £600+vat

Private & One to One courses
We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

Google
5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided

mtraining

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

SharePoint Administrator
COURSE OUTLINE

Working with Sites

- Creating a new Team site or Sub site
- Setting Site Title, Theme & Logo
- Site Settings
- Navigation / Top bar / Quick Launch / Links
- Creating new pages
- Adding page content

Document Libraries

- Library Settings & Versioning
- Adding new columns & Displaying columns
- Types: Choice, Lookup & Calculated
- Creating & using Site Columns
- Creating views: Sort, Filter & Grouped
- View types: Datasheet, Calendar & Gantt
- Using Quick Edit & Datasheet view
- Creating additional document libraries

Migrating data

- Migrating mass data into SharePoint
- Suggested guidelines & Best practices
- Moving files between libraries

Web Parts, Web Apps & Lists

- Understanding Web Parts, Apps & Lists
- Common Types of Web Parts & App
- Adding a new Web part or Apps
- Customising Web parts / App settings
- Adding columns & columns types
- Creating views & customising views
- Insert a web part or App into a wiki page
- Move or delete a web part or app on a page

Custom Lists

- Creating a Custom List
- Creating list views
- List View types

Templates

- Creating Lists & Apps
- Managing Lists
- Managing App templates

Security & Permissions

- Inheritance v Unique permission
- People & Groups
- Creating a new group
- Adding and removing users
- Default & Custom permissions levels
- View or Edit group permissions
- Site, Library, List & File permissions
- Permission conflicts

mtraining

How to book

To reserve your place on the SharePoint Administrator Training course, simply pick your preferred date and location, and send us an email or give us as ring.

Or if you prefer, we offer private and in-house training on request.

Email: **info@mtraining.co.uk**

Call: 0161 226 6032

Or visit: **www.mtraining.co.uk**

We offer group booking discounts for two or more delegates.

I would highly recommend M Training courses due to the high value content and for the fact they were tailored to our website. The trainer was very knowledgeable and friendly! I would definitely use M Training for any future courses, Thanks Jodie Pennington | Ascot Mortgages Ltd