SharePoint Site Owner / Administrator Course

A 5 Star Rated course from the Training experts

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SharePoint Site Owner/Administrator Course

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

Introduction

You will learn how to design and create SharePoint sites and organise Libraries.

Along with setting user permissions and security and adding pages and 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

Who would benefit from this course?

This SharePoint training is ideal for any one who is new to the site owner role, or will be overseeing the administration of SharePoint sites day to day on a basic level and wants to get more out of SharePoint.

Attendees should be familiar with working with SharePoint as a user.

Classroom & Virtual Classroom Courses

We offer this course as a private classroom based course and as a live, interactive online course.

The classroom based course can be held at our training centre in Manchester or at your premises anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be to able see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £850 and Online From £790.

Please email or call us with your preferred venue, number of delegates and any requests.

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Google

5.0 ★★★★★

Great experience, Great tutor at a great central setting close to University of Manchester.

No negative points, would highly recommend

Richard Allen University of Manchester

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SharePoint Site Owner/Administrator
Course Outline

This Course will teach you how to use the Admin features and functions of SharePoint

Review: SharePoint in Office 365

- SharePoint, Teams and OneDrive
- Which is the right tool to use when?

Working with Sites

- Creating a new Team site or Comms site
- Site Designs
- Using Site Settings
- Navigation / Quick Launch / Quick Links /Hub navigation
- Creating News pages and Site Pages
- Working with the home page

Document Libraries

- Library Settings & Versioning
- Adding new columns & Displaying columns
- Types: Choice, People, Date, & Lookup
- Creating views: Sort, Filter & Group by
- Using Edit in Grid view
- Creating additional document libraries and picture libraries

Migrating data

- Migrating documents into SharePoint
- Suggested guidelines & Best practices

- Moving files between OneDrive/Teams/SharePoint

Content, Lists and Apps

- Understanding Apps & Lists
- Common Types of Lists & Apps
- Adding a new List from a template
- Adding columns & columns types
- Creating views & customising views
- Insert a List or library web part to a page
- Change the web part settings on a page

Course Outline Continued on Next Page

For private courses the course content can be adapted to suit your requirements. Please contact us to discuss your requirements.

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SharePoint Site Owner/Administrator

Course Outline continued

Custom Lists & Libraries

- Creating a Custom List or Import from Excel
- Creating list views
- List View types
- Managing Lists, Columns and Views
- Document Libraries: Folders or metadata?

Site Customisation

- Setting Site Title, Theme & Logo
- Change the Look
- Managing menus

Security & Permissions

- Understanding site permissions
- Group /Team vs Site only permissions
- Adding and removing users
- Site, Library, List & File permissions
- Checking User Permission
- Permissions best practice
- Sharing links

Search

- Understanding SharePoint Search

To book please see next page

Google

5.0 ★★★★★

A very personalised service with no question left unanswered.

I would highly recommend the courses at M Training.

Imogen Clyde-Smith Australian Wines

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Why Choose M Training's SharePoint Administrator Training Course

- Run by an experienced trainer
- Guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient location in Manchester and Online.
- Detailed course notes provided
- Lunch & refreshments provided
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £850 for a one day classroom course and from £790 for a private online course.

A further charge of £100 will be applied if we need to set up a tenancy for your training.

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To book your Private 1 Day SharePoint Administrator course, Simply pick your preferred date and book on our website, send us an email or give us as call.

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.

The courses were really informative!

I started the courses as a novice and they have taught me all the skills I need to really progress.

**Amina Khan
Marketing Manager**