

SharePoint Intermediate

This Intermediate level SharePoint course follows on from our SharePoint Site User course will take you through the process of creating a SharePoint Online site.

In this course, you will learn to:

- Create and use different types of SharePoint sites
- Create and use various Custom lists
- Create and use a Custom library
- Add custom Metadata to a List or Library
- Create and use Public and Private Custom Views
- Sort a library and a list
- Search the components of a SharePoint site
- Create custom site pages
- Create and execute a workflow in SharePoint
- Customise the navigation in SharePoint
- Assign and edit permissions
- Gain an overview of Hub sites

Detailed Content

Introduction

Overview of SharePoint
Your role as a site owner vs a User

Creating a SharePoint site

Create a communication site
Create team sub-sites
Formatting sites
Site templates
Explore the different types of sites
Assign users to a site
Assigning Basic Permissions
Use Regional settings

SharePoint Lists

Creating a custom list
Linking custom lists
Build and Edit a list of data
Importing data into a list
Export data from Excel

SharePoint Libraries

Review of Libraries and Lists
Creating files in a Library
Importing files into a library

Using templates in a Library

Working in a Library

Creating and using Advanced metadata
Filtering in a library
Sorting and Grouping in a Library
Creating custom views
Public vs Private views
Sorting and Grouping in a View
Searching beyond a library

Site Pages

Create a site page
Create a wiki page
Create a web parts page
Reset the home page

Workflows

Power Automate
Create a workflow
Run a workflow

Site Navigation

Different components of navigation
Inheriting navigation

Customising navigation
Editing the Top Bar
Editing the Quick Launch

Permissions

Levels of permissions
Inheriting permissions
Customising permissions

Office 365

Interacting with other Office 365 Apps

Office 365 Trial Account (optional)

Create a Trial Office 365 account for personal practice