

## SharePoint Office 365 Administrator - 1 day



### Course Overview

#### Prerequisites

This course assumes that you are already a confident SharePoint End User. You should be comfortable with the topics that are covered during our SharePoint End User course.

#### Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### TOPICS

#### Introduction

- SharePoint Online overview
- SharePoint roadmap
- Office integration points
- Site hierarchy

#### Building/maintaining SharePoint pages

- Wiki pages
- Page layout
- Web parts
- Streaming media

#### Security ie Sharing/Permissions

- Policies
- Active Directory integration
- Defining roles
- Creating groups
- Assigning roles and users to groups
- Authenticating users
- Anonymous users
- Revoking access

### Customising sites

- Logos
- Footers
- Navigation
- Web parts connections

### Creating Team sites

- Site templates
- Permissions inheritance
- Site collection recycle bin
- Site design and logo

### SharePoint forms

- Creating and customising forms
- Templates
- Processing responses

### Lists & Advanced Lists

- Managing content types
- Access
- Presentation

### Document Libraries

- Creating and managing libraries
- Best practices
- Permissions

### Views

- Usage (views and unique users)
- Search (top queries)