

SharePoint – Content Authors – 1 Day**Overview**

This course is designed for users who will be working alongside the Site Owners in managing Document Libraries, Lists and Pages as Content Authors

Prerequisites

This course assumes that you have gained a basic understanding of Windows and Office applications. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders). Familiarity with 365 is beneficial but not essential.

You will need to have either attended or have the working knowledge of the content covered in our SharePoint User Fundamentals course.

Exercises

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

TOPICS**Working with Libraries**

- Understanding Library Apps
- Creating a New Document Library
- Creating a New Folder in a Library
- Adding Columns to Libraries

Working with Views

- Creating a New View from an Existing View
- Creating a Custom View
- Understanding the Create View Page
- Selecting the Columns
- Modifying a View
- Specifying Sort Criteria
- Specifying Filter Criteria
- Specifying Grouping Criteria
- Creating a Dynamic View
- Creating a Calendar List View
- Deleting a View

Working With Calendars

- Adding a Calendar
- Adding an Event
- Adding a Recurring Event
- Changing an Event
- Connecting a Calendar to Outlook
- Working With Connected Calendars in Outlook
- Disconnecting a SharePoint Calendar
- Deleting an Event
- Setting Up for Calendars Overlay
- Using Calendars Overlay

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Advanced Lists

- Importing a List from Excel/CSV
- Publishing an Excel Table as a List
- Updating Data in a Connected Excel Table
- Adding a Custom List
- Understanding Column Types
- Adding a Column to a List
- Adding a Column with Custom Validation
- The List and Library Settings Page
- Modifying a Column in a List or Library
- Deleting a Column From a List or Library
- Reordering Columns in a List or Library
- Renaming a List or Library
- Changing the Versioning Settings
- Creating Multiple Items From Excel
- Editing the Document Template for a Library
- Deleting a List or Library

Working with Pages

- Understanding Page Types
- Editing and Publishing the Home Page
- Creating New Pages
- Adding Sections and Web Parts to Pages
- Page Versioning
- Scheduling Page Publications
- Building Page Templates
- Creating and Working with Wiki Pages
- Working with News Pages

The SharePoint Mobile App

- Signing in to the SharePoint Mobile App
- Navigating the SharePoint Mobile App
- Navigating a Site in the Mobile App
- Working With News
- Working With Me