

# SHAREPOINT MODERN EXPERIENCE FOR SITE OWNERS

1 DAY

## COURSE CONTENT

### SETTING UP YOUR SHAREPOINT SITE

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- Planning your site
- Navigating Site Settings
  - Site Contents (Your best friend)
  - Apply a site template.
  - Schedule Site Launch
  - Change the look and feel of your site

### ADDING DOCUMENT LIBRARIES

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- Setting up your library for user adoption
- Library Settings
- Versioning Settings
- Creating Columns
  - Metadata
  - Site columns
  - Creating views and filters for ease of navigation

### ADDING LISTS

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- Creating Lists for SharePoint
- List Settings
- Versioning Settings
- Creating Columns
  - Metadata
  - Site Columns
  - Creating Views and Filters for Ease of Navigation

### CUSTOMIZING PAGES WITH WEB PARTS

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- Creating visual pages for user adoption
- Web Parts
- Planning your page
- Building the page
- Testing the Page
- Translating the Page

## ACCESSIBILITY AND INCLUSIVITY

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- Creating an inclusive SharePoint Site
  - Accessible
  - Bilingual (French and English)

## PERMISSIONS

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- An introduction to SharePoint permissions
- Best practices for permissions
  - What you should not do
- Creating a custom permission
- Groups and Permissions
- Adding Members to permission groups

## SHAREPOINT ANALYTICS

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- Usage
- Page Views
- Site Views and Activity

## PUBLISHING SITE

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- Schedule Site Launch