

SHAREPOINT MODERN EXPERIENCE FOR SITE OWNERS

1 DAY

COURSE CONTENT

SETTING UP YOUR SHAREPOINT SITE

- 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

- 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

- 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

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

ACCESSIBILITY AND INCLUSIVITY

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

PERMISSIONS

- 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

- Usage
- Page Views
- Site Views and Activity

PUBLISHING SITE

- Schedule Site Launch