

Microsoft SharePoint

Intermediate



 Duration: 1 day

 Ideal Group Size: 6-8 people

Course overview

This course is designed to elevate your delegates understanding of SharePoint, as basic working knowledge is required to attend this course. Delegates will learn to create sites and site designs, understand metadata and security and how to create and manage site pages.

Topics covered

Personalisation

- Editing pages
- Connecting
- Customisation
- Shared and personal pages
- Web part gallery options
- Information and web page customization
- Promoting a page
- Page analytics

Metadata

- Understanding metadata
- Managed metadata
- Term Store Groups
- Permissions

SharePoint administration

- SharePoint pitstop
- SharePoint use cases
- Site templates
- What's new
- Microsoft 365 roadmap
- SharePoint Intrazone

Site permissions

- SharePoint permission structure
- Permission groups
- Use access
- Users in a Team Site
- Unique permissions
- Remove permission
- Levels

Delivery methodology (Face-to-face or virtual delivery)

Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

One-to-one

We also provide one-to-one 90 minute individual support workshops.

Tailored sessions

Talk to us about designing bespoke workshops for your team!

Related courses

- Microsoft SharePoint – Basic
- Microsoft SharePoint – Advanced