



SharePoint – Power Users & Site Administrators



Overview:

Discover how to create custom libraries and lists as well as how to change the settings of common list and library tools to suit the requirements of the users.

Objectives:

This course is designed to provide you with the knowledge to use more of the advanced tools in Microsoft SharePoint.

Target Audience:

This 2-day course is directed to "Power Users", "Super-Users" or "Site Administrators"

Pre-Requisites:

A basic understanding and use of SharePoint would be beneficial and attendance of the basic overview course is recommended.

Course Duration:
2 days

Cost:
£485 + vat

Course Code:
QSP-PSUA1

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Topics:

SharePoint Security

- Understanding the security model
- Creating and managing Groups and the security protocol
- Permission levels
- Assigning and managing group permissions
- Managing inheritance
- App and item level security

Document Libraries

- Understanding the various upload methods including
- Single document upload, explorer view, drag and drop, multiple document upload
- Using and creating columns (Metadata)
- Creating public and personal views
- Metadata navigation
- The document Check in and check out process
- Version control, major and minor
- The Basic approval process
- Creating bespoke user views for the current user
- Creating bespoke views based on date columns

Content Types

- Understanding content types
- The Global content type hub
- Attributing metadata to content types
- Using content types to publish templates
- Using content types in libraries
- The document set content type
- Using and configuring Document Sets
- Auto Tagging using Document sets

Taxonomy and Global Metadata

- The Advantages of Taxonomy and global Terms
- Folksonomy and keywords
- Using the Term Store
- Create a Term Set Group
- Creating and Importing Hierarchical Term Sets
- Using Terms in Apps

List Apps

- Using built in apps such as Calendars, Contacts and Tasks
- Creating custom lists and metadata
- Using Excel to create data connected spreadsheets
- Analysing data to create reports

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Booking:
To register for this course, please call:

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Course Outline

Wiki pages and Layout Pages

- Publishing pages and web parts
- Modifying the Quick Launch and Top Bar navigation controls
- Using the content editing ribbon e.g. in Content Fields, Content Editor and Wiki
- Using metadata to improve page search results
- Understanding and using Web Parts including:
 - Content Editor
 - Media and Content web parts
 - Script Editor web part
 - List web parts
 - Useful Links and Auto styling Web Parts
 - Search web parts