

**SharePoint Online for Site Owners**

**Course Number:** SHPT-419
**Duration:** 2 days

**Overview**

Accelebrate's SharePoint Online for Site Owners training course teaches attendees the ins and outs of managing sites and site content in a SharePoint Online environment.

**Prerequisites**

No prior experienced is presumed.

**Materials**

All attendees receive comprehensive courseware covering all subjects in the course.

**Software Needed on Each Student PC**

All attendees must have a full installation of Office 2016, or later, as well as a modern browser such as Microsoft Edge or Google Chrome.  We can either use your SharePoint server or ours for the class.

**Objectives**

* Manage and configure site collections and the sites that they contain
* Design lists and document libraries using advanced techniques
* Configure security in a SharePoint site collection by creating security groups and managing site membership
* Configure permissions to provide authorized access to sites, lists, and document libraries
* Work with advanced SharePoint Online features such as publishing, search and workflows
* Work with publishing sites and publishing features which include working with publishing pages, master pages and page layouts
* Configure SharePoint search settings as well as how to take advantage of the workflow support provided by SharePoint Online

**Outline**

* Introduction
* Overview of Site Administration
	+ Modern SharePoint Experience
	+ Anatomy of a SharePoint Site Collection
	+ Site Templates available
	+ Configuring Site Properties
	+ Standard Features and Enterprise Features
* Designing Lists and Document Libraries
	+ Customizing List Columns
	+ Working with Site Columns
	+ Working with Content Types
	+ Managed Metadata and the Term Store
* User Management and Permissions
	+ Site Security Overview
	+ Configuring Site Permissions
	+ SharePoint Groups
	+ Configuring Fine-grained Permissions
	+ Security Best Practices
* SharePoint Online Search
	+ Intro to SharePoint Search Center
	+ Crawled and Managed Properties
	+ Keyword Query Language (KQL)
	+ Configuring Search Results
	+ Configuring the Refiner Panel
* Flows and Power Automate
	+ SharePoint Flows Overview
	+ Flow Actions, Conditions, and Shapes
	+ Using Flow Templates
	+ Starting Flows and Tasks Actions
* Working With the New Communication and Team Sites
	+ Using the Hero Web Part
	+ Page Design in the Modern Experience
	+ Quick Links
	+ Modifying Navigation
* Conclusion