

**SharePoint Management: Content**

**Course Number:** SHPT-500
**Duration:** 0.5 days

**Overview**

This online MS SharePoint Content Management training course teaches attendees how to manage and customize the content within SharePoint's lists and libraries.

**Prerequisites**

All students must have end-user experience with Microsoft SharePoint.

**Materials**

All SharePoint training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* A full installation of Microsoft 365, including SharePoint
* Please also provide a login account for Accelebrate’s instructor to access your Microsoft 365 environment (including your SharePoint Online).
* If the desktop versions of OneDrive and Teams cannot be installed, we could have students use these tools via the Office.com portal during the training.

**Objectives**

* Understand and create lists and libraries
* Adjust list and library settings
* Work with metadata
* Create and implement content types

**Outline**

* Introduction to Content Management
	+ Course Introduction
	+ Understanding Lists and Libraries
	+ Understanding Columns and Content Types
* Creating and Modifying Libraries
	+ Creating a Document Library
	+ Creating Additional Library Types
	+ Changing Library Settings
	+ Changing Library Templates
* Creating and Modifying Lists
	+ Creating Microsoft 365 Lists
	+ Creating Legacy Lists
	+ Creating Lists from Spreadsheets
	+ Creating Custom Lists
	+ Changing List Settings
* Working with Metadata
	+ Creating List Columns
	+ Creating Site Columns
	+ Creating Columns based on Groups
	+ Creating Lookup Columns
	+ Creating Managed Metadata Columns
	+ Creating Calculated Columns
	+ Formatting Columns
	+ Creating Custom Views
* Content Type Management
	+ Creating List Content Types
	+ Creating Library Content Types
	+ Linking Behaviors to Content Types
* Conclsuion