

**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