

**SharePoint Management: User Experience**

**Course Number:** SHPT-502
**Duration:** 0.5 days

**Overview**

This online SharePoint Experience Management training course teaches attendees how to design their SharePoint sites for the best possible user experience. Students learn how to tailor pages, views, and hyperlinks to support their coworkers’ preferred styles, content, and workflows.

**Prerequisites**

All attendees 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**

* Create custom views of lists and libraries
* Plan the link structure of the Quick Launch bar
* Update the site home page
* Create and surface additional site pages

**Outline**

* Introduction to SharePoint Experience Management
	+ Course Introduction
	+ Understanding Page Types
	+ Understanding Site Types
	+ Understanding Potential Navigation Tools
* Custom Views
	+ Modifying Column Order and Visibility
	+ List Formatting
	+ Column Formatting
	+ Conditional Formatting
	+ Filtered Views
	+ Groups and Folders
	+ Additional View Settings
	+ Adjusting View Addresses
* Navigation
	+ Modifying the Quick Launch Bar
	+ Using Additional Navigation Structures
	+ Leveraging List, Library, and View Addresses
	+ Audiences on Links
* Pages
	+ Home Page Setup
	+ Navigation Web Parts
	+ Creating Additional Site Pages
	+ Content Web Parts
	+ Application Web Parts
	+ Creating Wiki Pages
	+ Leveraging Custom Views
* Conclusion