

**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