

SPT-201-365

Create and manage a SharePoint communication site



Objectives

With this training, participants will be able to:

- Create a SharePoint communication site
- Create dynamic content and choose what to display based on visitors
- Promote and manage the site

Practical information

Duration	3 hours
Level	Intermediate
Languages available	English - French

Prerequisites

- Basic knowledge of the Microsoft 365 environment
- Have completed DRI-101 or equivalent knowledge

Target audience

Managers and administrative staff

Content

1 – Secure and customize a communication site

- Customize the site with a theme
- Secure access to the site
- Customize the navigation menu based on the audience
- Publish the site
- Associate the site with a hub (if available)
- Add documents to the site library

2 – Create dynamic contents

- When to create a new page?
- Add and edit pages
- Create page templates Add dynamic content using Web Parts (text, image, calls to action, forms, videos, presentations, etc.)
- Create posts with the News Web Part
- Publish organization-wide news posts

3– Promote the site

- Effectively inform your audience of new developments by email
- Integrate your page into a Teams team
- Promote content in a community Viva Engage
- Promote a page in a News Feed
- Measuring site usage using statistics

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months