

SPT-301-365

Create and manage a SharePoint Team 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 Team site

- Manage a Microsoft 365 group
- Customize the Team site look
- Configure site navigation

2 – Configure document libraries

- Introduction to SharePoint document libraries
- Add custom information (metadata) such as customer name, project, manager, etc.
- Restrict access to a library to only certain people
- Adjust document versioning settings
- Create a document approval process before publication

3 – Create tracking tools with SharePoint lists

- Introduction to SharePoint Lists
- Create status lists with dynamic formatting
- Create custom views (by customer, manager, etc.)
- Create a calendar for important dates
- Embed lists in Teams

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