

SPT-101-365

# The essentials for creating and managing a SharePoint site



## Objectives

With this training, participants will be able to:

- Create a basic SharePoint site or customize it from a template
- Adjust site access rights
- Add documents to the site library

## Practical information

<b>Duration</b>	3 hours
<b>Level</b>	Beginner
<b>Languages available</b>	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 – Introduction to SharePoint

- What is a SharePoint site?
- What type of site should you use as needed?

### 2 - Navigate a SharePoint site

- Understanding the structure of a site (site content)
- Navigate the site from the menu and settings
- Locate and use SharePoint built-in help

### 3 – Planning the site

- Analyze needs using a simple grid
- Create a draft site using a template

### 4- Create a site foundation and manage an existing site

- Create a communication site and a team site
- Apply a template to an existing site
- Manage the site's recycling bin

### 5 – Security and access rights

- Understand security groups and their role
- Secure a communication site
- Secure a team site

### 6- Customize site

- Customize navigation menus
- Customize the site's homepage
- Differentiate a draft page from a published page

## 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