

MOC 55261 SharePoint for Office 365 Site Owner

Course Summary

Description

This 2-day SharePoint 2016 Site Owner class is for site owners/managers new to working in a SharePoint Office 365 environment.

Topics

- Working with Sites
- Page Content
- Site Columns and Content Types
- Office Integration
- Managing SharePoint Site Permissions

Audience

This course is intended for site owners and managers new to working in a SharePoint Office 365 environment.

Prerequisites

There are no prerequisites for this course.

Duration

Two days

MOC 55261 SharePoint for Office 365 Site Owner

Course Outline

I. Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

- A. Site Templates
- B. Creating Sites
- C. Site Navigation

Lab : Creating Team Sites

Lab : Creating a Blog Site

Lab : Creating and Working with Content Types

Lab : Adding a Content Type to a Library

V. Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Note that this chapter explores integration with Office Online products, a browser-based version of Office that allows you to create and modify office documents. There are limits and they do not perform exactly as their locally installed counterparts.

- A. Office Integration

Lab : Office Integration

II. Page Content SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them.

- A. Wiki Library Pages
- B. Web Part Pages
- C. Working with Web Parts

Lab : Working with Wiki Pages

VI. Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.

- A. SharePoint Groups
- B. Assigning Permissions
- C. Permission Inheritance

Lab : Working with SharePoint Permissions

III. Site Columns and Content Types

IV. One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

- A. Site Column Gallery
- B. Creating Site Columns
- C. Site Content Type Gallery
- D. Creating Content Types