SharePoint - Intermediate

This is our Intermediate level SharePoint course will take you through the basics of creating a SharePoint Online site

In this course, you will learn to:

- Access an Office 365 SharePoint site
- Navigate the site with the modern interface
- Create and use different types of SharePoint sites
- Create and use a Custom list
- Create and use a Custom library
- Learn the uses for Metadata in SharePoint
- Create and use Custom Views
- Sort a library and a list
- Search a SharePoint site
- Create custom site pages
- Create a workflow in SharePoint
- Edit the navigation in SharePoint
- Assign and edit permissions
- Gain an overview of Hub sites

Detailed Content

Introduction
What is SharePoint
What are the components of a SharePoint site
Your role as a site owner

Starting SharePoint
Accessing SharePoint from Office 365

Creating a SharePoint site
Create a communication site
Create team sub-sites
Formatting sites
Site templates
Explore the different types of sites
Assign users to a site
Use Regional settings

SharePoint Lists
Creating a custom list
Linking lists
Entering data into a list

Importing data into a list
Export data from Excel

SharePoint Libraries
What is a library
How is a library different from a list
Creating files in a Library
Importing files into a library
Using templates

Working in a Library
Creating and using metadata
Filtering in a library
Sorting a Library
Creating custom views
Searching a library
Setting Alerts
Document co-authoring

Site Pages
Create a site page
Create a wiki page
Create a web parts page
Reset home page

Workflows
Power Automate
Create a workflow
Run a workflow

Site Navigation
Different components of navigation
Inheriting navigation
Editing the Top Bar
Editing the Quick Launch

Permissions
Levels of permissions
Inheriting permissions
Customising permissions

Office 365
Accessing Office 365 Apps
The Waffle Icon

Office 365 Trial Account (optional)
Create a Trial Office 365 account for personal practice