

Power SharePoint for Site Administrators

 **etopia** SCOTLAND'S TRUSTED TRAINING PROVIDER





About Us

Empowering Scotland since 2002.

At Etopia Training, our mission is to help individuals and organisations across Scotland build the skills and knowledge they need to excel in their careers.

Since 2002, we've offered premium trainer-led courses that foster personal and professional growth. Through our commitment to excellence, trust, and community, we aim to build a brighter future for our clients and contribute to the prosperity of Scotland's organisations.

www.etopiatraining.co.uk

Why choose Etopia?



Expert-Led Classes

Our courses are taught by professionals with years of industry experience. They bring real-world knowledge that goes beyond the basics, ensuring you gain a deep understanding of your software's capabilities.

Satisfaction Guarantee

We take pride in our courses and are committed to providing the best IT & business training available in Scotland. If you are not 100% happy with the outcome of your course, you are entitled to a full refund.

Hands-On Learning

Our interactive session is filled with practical exercises and real-life scenarios. You'll get to learn real uses for your software based on examples across various different industries.

Post-Training Support

Your learning doesn't stop after the course. Each trainee will receive their own digital learning handbook, and we offer 60 days of post-training support to help you with any questions or challenges you encounter.

What is SharePoint?

**Transforming
businesses
through
collaboration**

Your data, visualised

Microsoft SharePoint is a web-based platform that enables organisations to store, organise, and manage their information. Integrating seamlessly with Microsoft 365, it offers tools for document management, team collaboration, and workflow automation. SharePoint can be deployed on-premises or in the cloud, providing flexibility to suit different business needs.

Organisations can use SharePoint to create intranet sites, manage shared documents, and automate workflows. Teams can benefit from features like co-authoring, version control, and advanced search to collaborate effectively. It also supports custom solutions and third-party integrations, making it a versatile tool for enhancing productivity and communication across organisations.



Benefits of SharePoint

Improved Collaboration:

SharePoint enables teams to work together more efficiently by allowing them to share documents, track tasks, and communicate seamlessly. It supports real-time co-authoring, meaning multiple people can work on the same document at once, improving productivity and teamwork.

Customisation & Integration

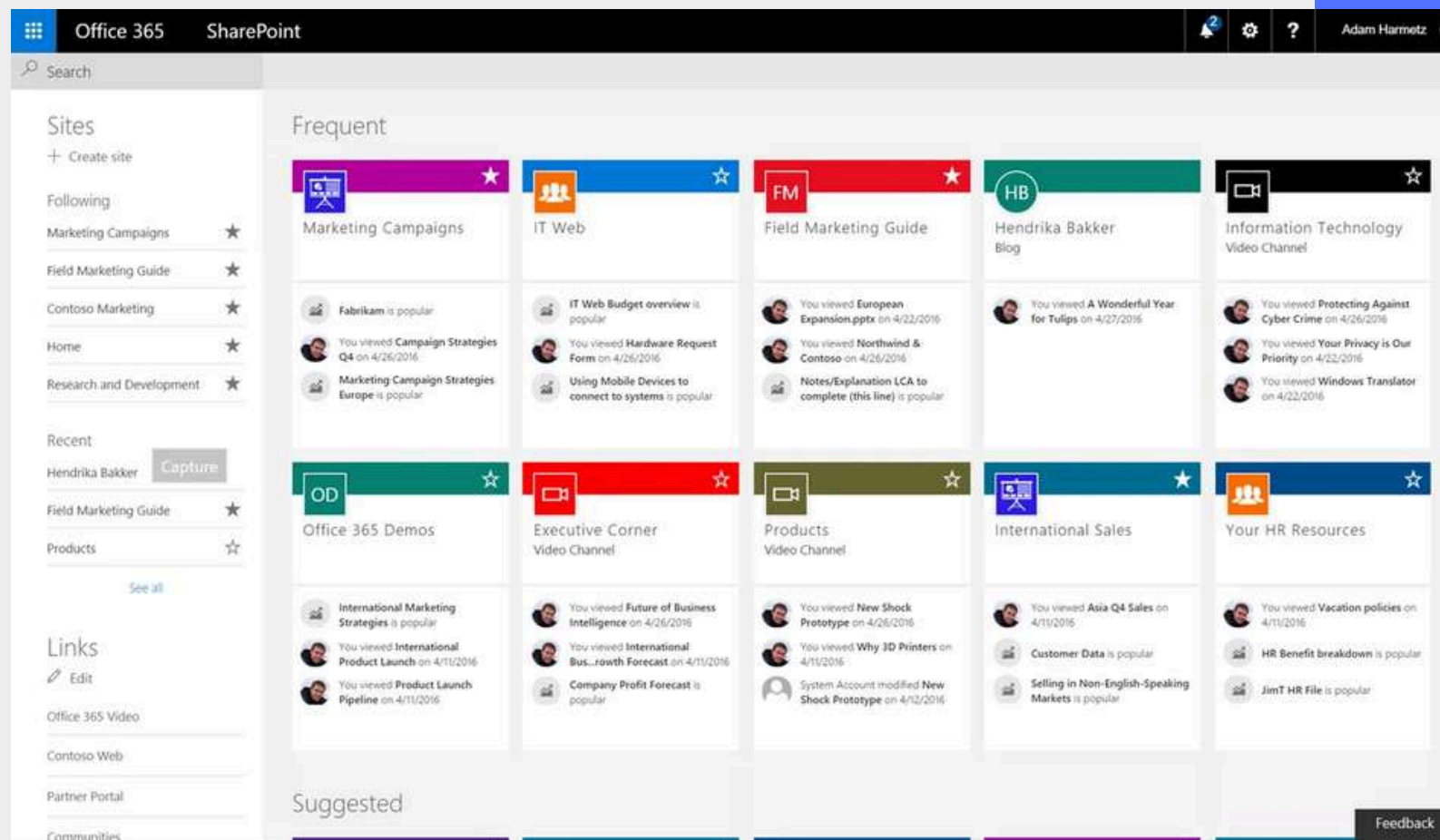
SharePoint allows businesses to create customised sites and workflows tailored to their needs. It integrates smoothly with other Microsoft 365 tools like Teams, Outlook, and OneDrive, providing a unified platform for collaboration and productivity.

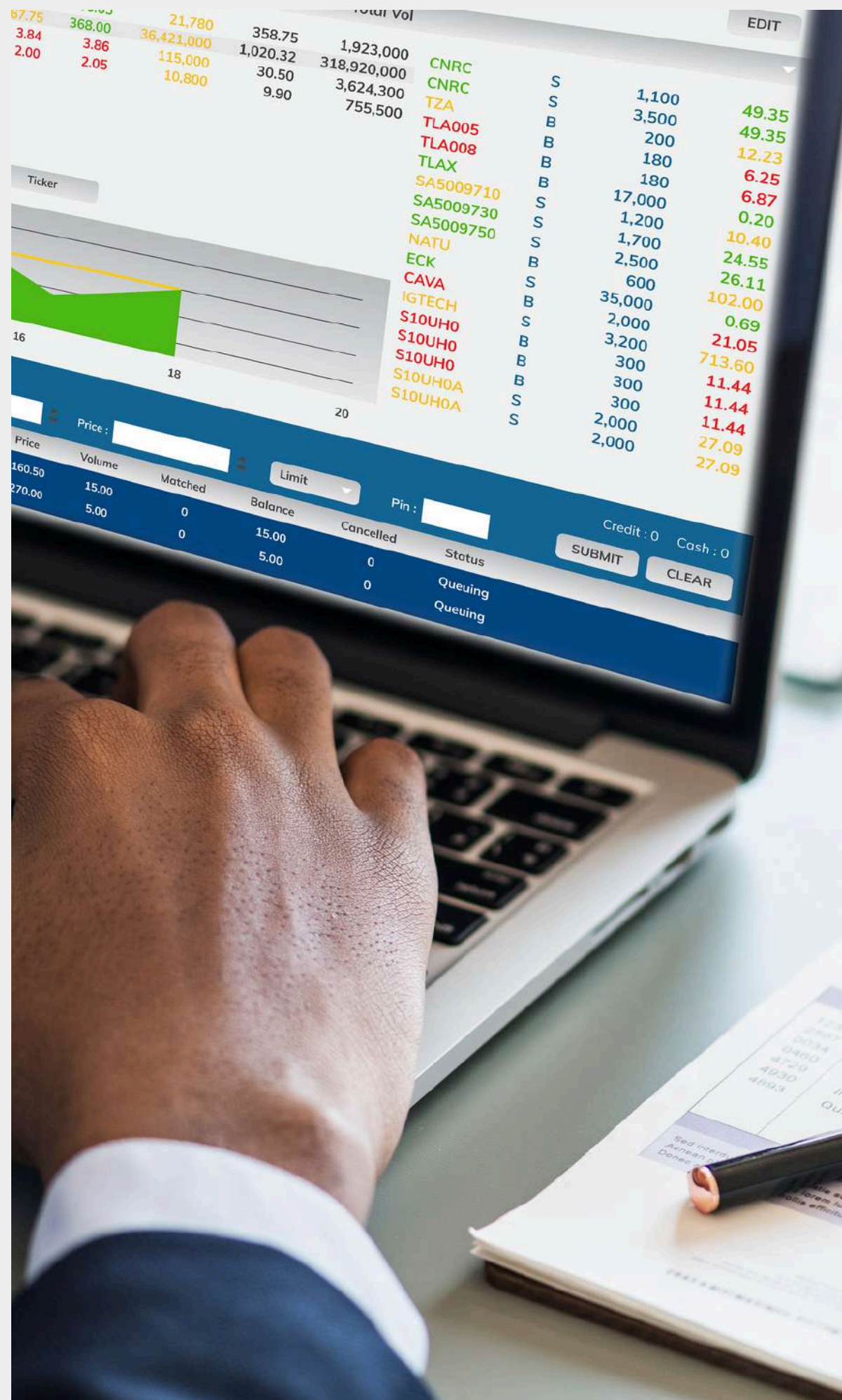
Centralised Documents:

SharePoint provides a secure, organised repository for documents and files. It includes version control, so users can track changes, and ensures that the latest version of a document is always available, reducing confusion and duplication of effort.

Robust Security & Permissions

SharePoint offers advanced security features, including customisable access controls, encryption, and audit trails, helping businesses protect sensitive information. It ensures that only authorised users can access or modify specific documents or data, supporting compliance with industry regulations.





SharePoint for Site Administrators



1 Day Course | Our Training Centre, Online or On-site

Designed for those responsible for maintaining and creating company information; this course teaches you how to effectively manage and optimise SharePoint websites. Learn to create and customise sites, manage user permissions, and handle document and content management. You'll also gain essential skills for troubleshooting and maintaining a secure, collaborative environment.

With expert-led instruction and hands-on learning, this course provides you with the practical skills needed to confidently administer SharePoint.

[View Course](#)

Microsoft
Partner

Course Layout

1 Creating a New Site

An introduction to building and designing a SharePoint site.

2 Adding & Configuring Libraries

Learn how to configure a document library for a team site. Add a wiki to your site.

3 Adding & Configuring Lists

Learn how to add announcement, contact, calendar and custom lists and blogs.

4 Configuring Site Settings

Configure site search options and navigation settings.

5 Permissions & Security

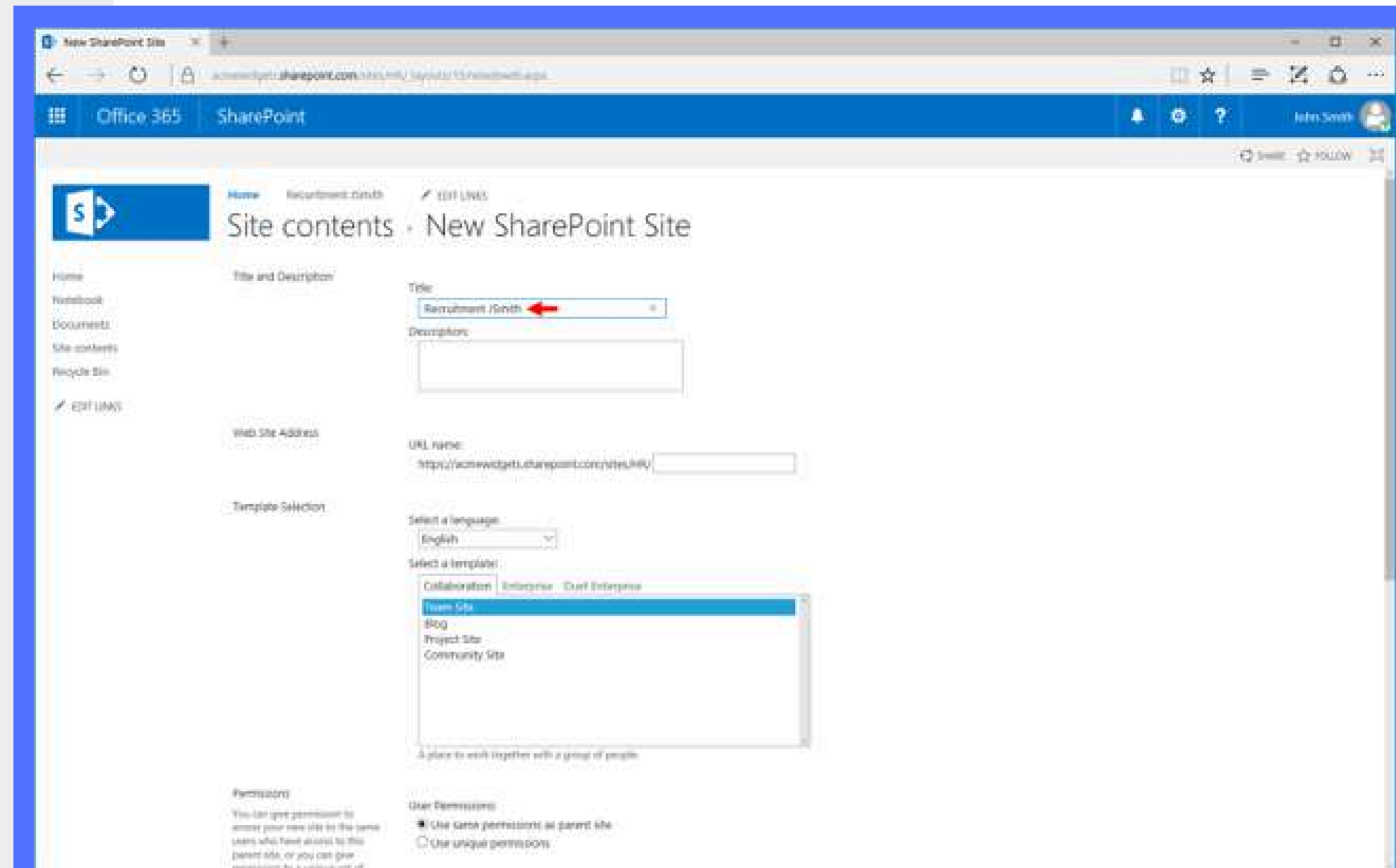
Configure site search options and navigation settings.



1. Creating a New Site

Over the course of this topic, you will learn how to create a site, as well as learn how sites fit into the hierarchy of SharePoint. Additionally, you will learn how to design and customise styles and text layout.

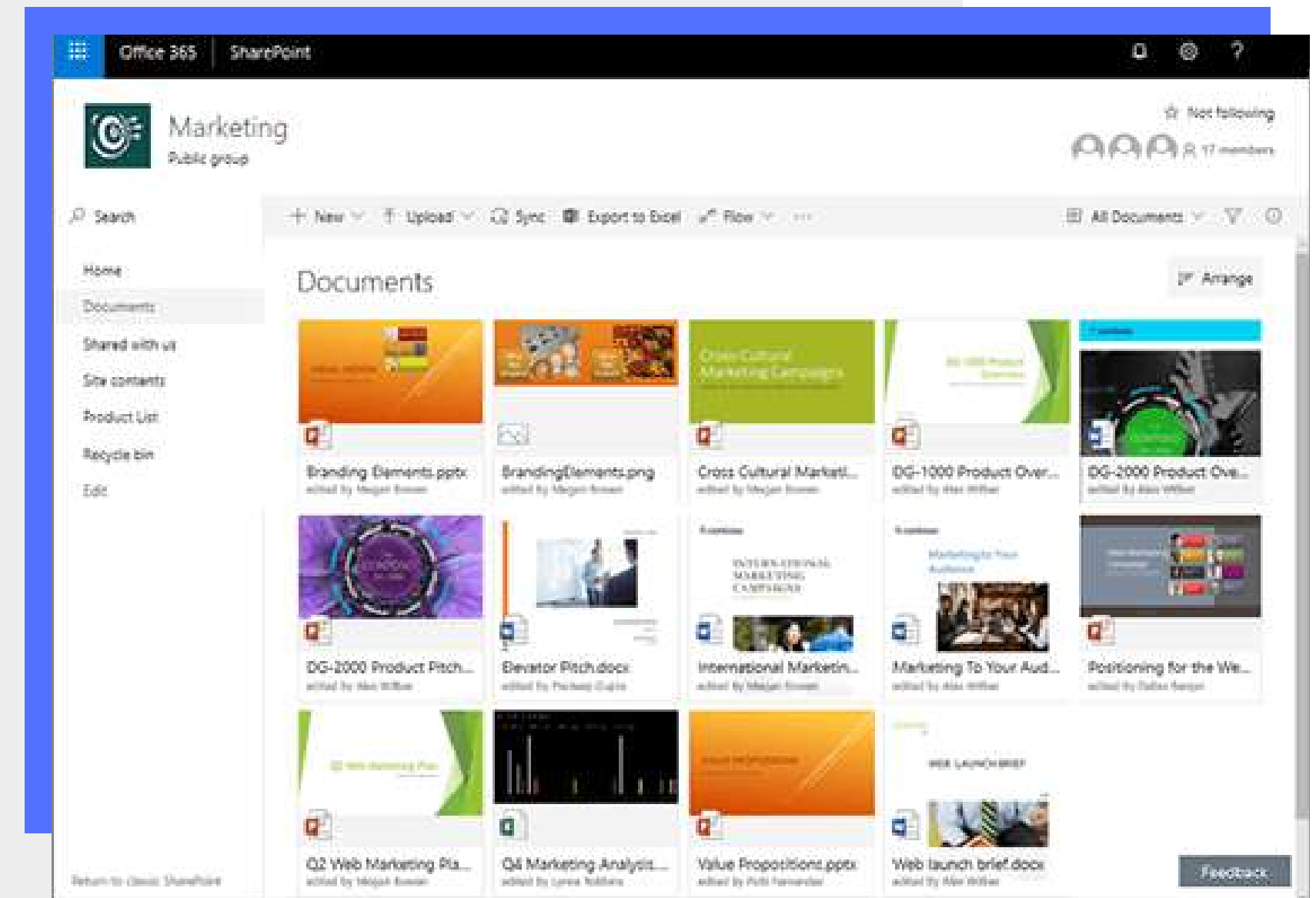
- The SharePoint site hierarchy
- Site creation options
- SharePoint site templates
- How to navigate the site settings page
- The Look and Feel group
- How to change the title, description, and logo
- How to customise styles & text layout



2. Adding & Configuring Libraries

Over the course of this lesson, you'll learn about several of the libraries that you can add to your site. You will find out how to add and configure document libraries, site assets libraries, and wiki page libraries. Additionally, you will learn how the rating feature works, and how to implement content approval.

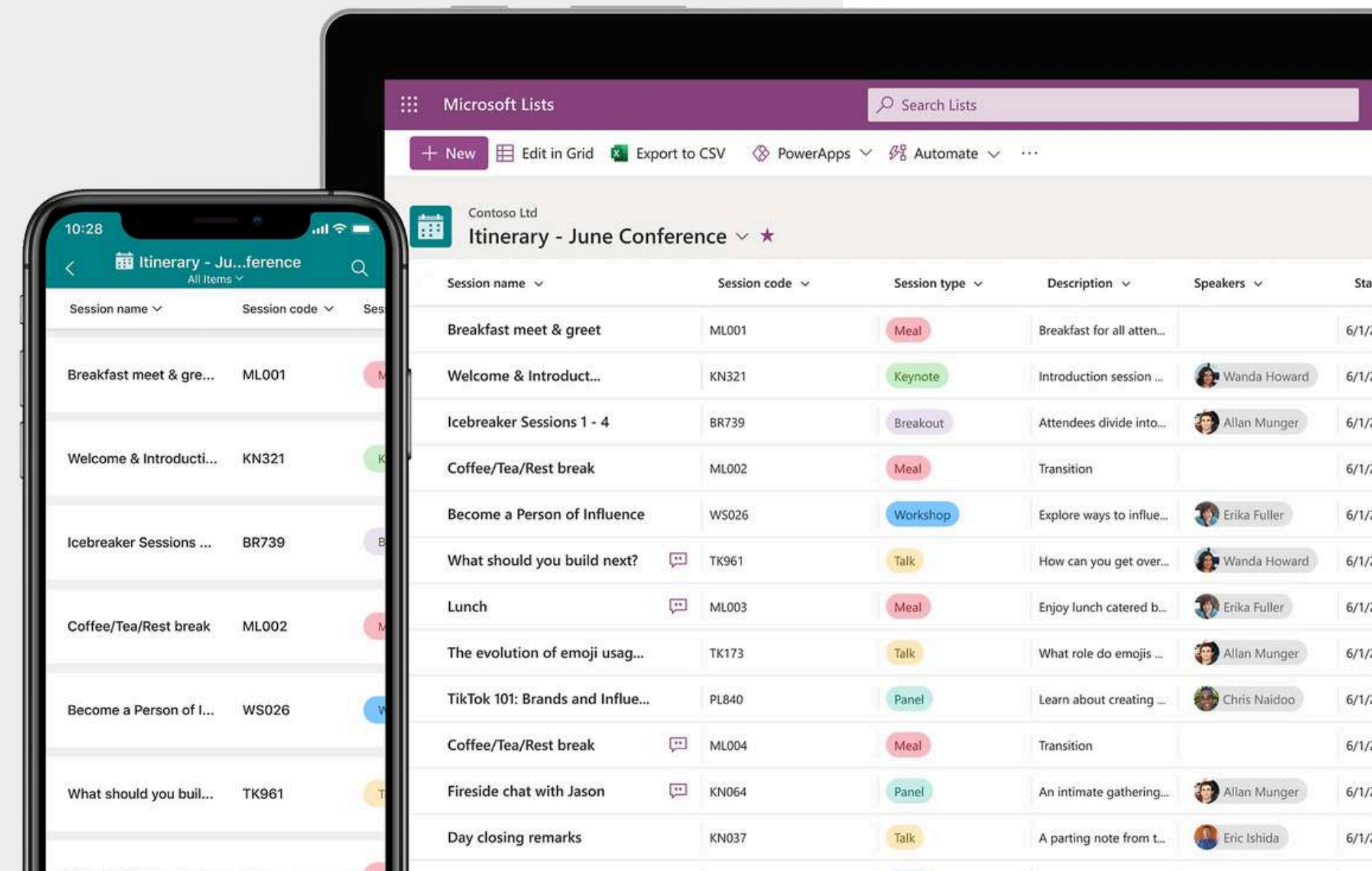
- What are document libraries?
- How to navigate the List and Library Settings
- How to create an asset library
- Configuring asset libraries
- What is a wiki?
- How to add a wiki page library
- Ratings and content approval features



3. Adding & Configuring lists

Next, you'll learn how to add and work with lists in SharePoint. You will become familiar with the processes involved to create and configure Announcement lists, Tasks lists, Contact lists, Calendar lists, and Custom lists. Additionally, you will learn how to add a Blog site to SharePoint.

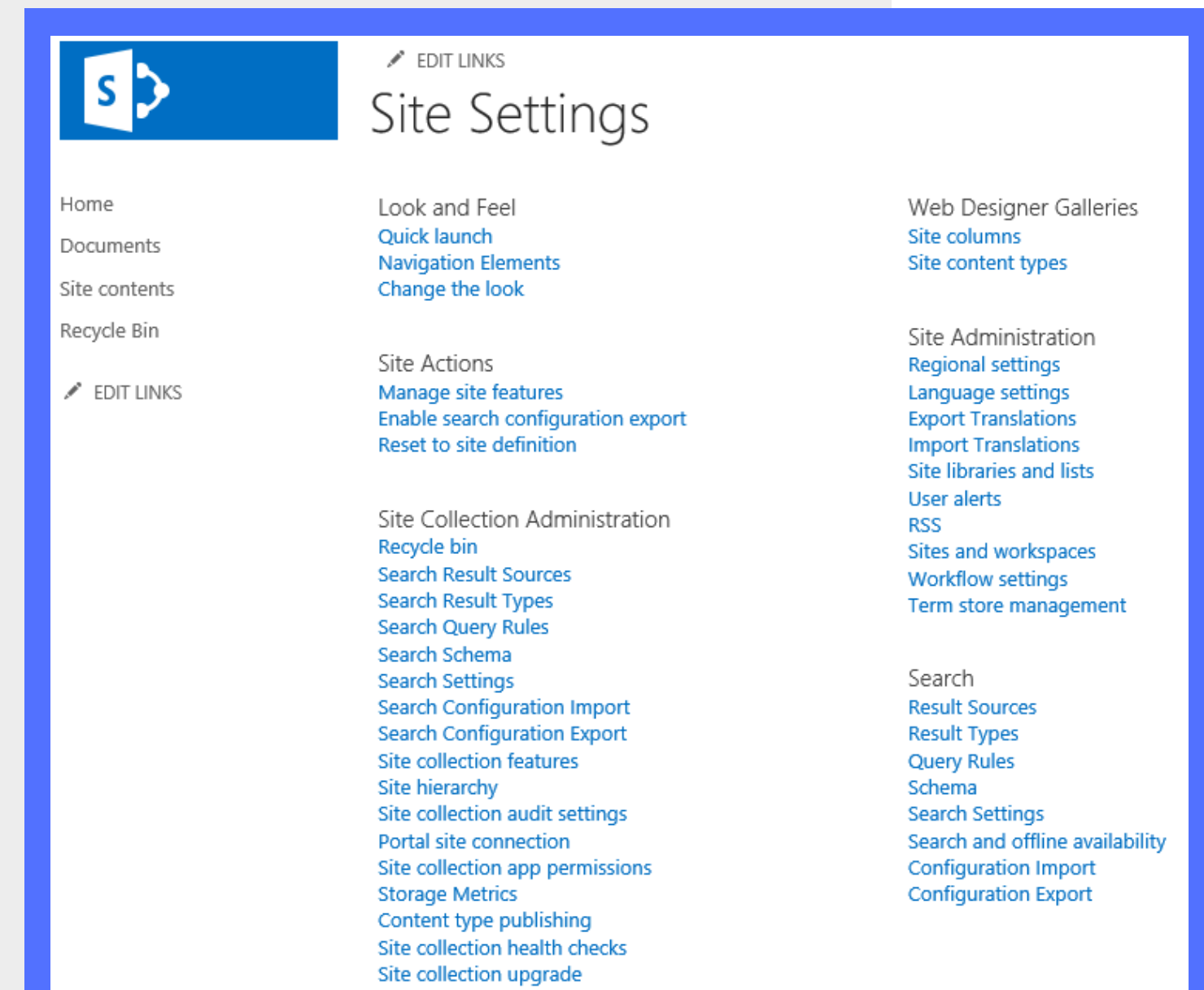
- What is an announcement list?
- What are task lists?
- What are calendar lists?
- How to configure and setup lists
- Adding a blog site



4. Configuring Site Settings

In section 4, you will learn how to configure site search settings, site administration settings, and site navigation settings. Additionally, you will learn how to change regional settings, access popularity trends, configure both the top link bar and the Quick Launch menu; and work with a SharePoint Search Center.

- What result sources and pages are
- How to configure site search settings
- How to use SharePoint Search Centre
- Configuring site administration Settings
- Quick launch options
- Configuring navigation options



5. Permissions & Security

Lastly, we will learn about permissions and how they can be used to control who sees what content on your site. Additionally, you will learn about SharePoint groups and how they can be used to streamline the application of permissions.

- What are SharePoint permissions?
- Using SharePoint groups
- Configuring permission levels
- Securing site components
- Configuring site security options

