SharePoint for Office 365 Site Owner

Price: 995

Duration: 2 days

Delivery Methods: Virtual

Overview

Welcome to the SharePoint for Office 365 Site Owner Training course, crafted to elevate your capabilities in managing and optimizing SharePoint sites within your organization. SharePoint is essential for collaboration and content management, and mastering it is crucial for enhancing workplace productivity and efficiency.

Throughout this course, you will dive into the core aspects of SharePoint site administration. You will learn how to create and navigate sites, manage content effectively, and integrate various Microsoft Office applications to streamline workflows and improve communication among team members. Additionally, these topics will equip you with the knowledge needed to organize site content strategically and enhance the user experience.

By participating in practical exercises, you will gain valuable hands-on experience. These activities aim to help you leverage SharePoint's extensive features, thus enabling you to manage SharePoint sites competently.

Join us to unlock the full potential of SharePoint and become a pivotal resource in your organization's digital transformation.

Audience Profile

This course is designed for anyone that is currently or interested in becoming a SharePoint site owner.

At Course Completion

Course Objectives:

Targeted Learning: Tailored specifically for site owners, this course focuses on essential skills and knowledge for effective management of SharePoint Online.

Comprehensive Coverage: Covers all key aspects of site management, ensuring site owners are fully prepared to handle a variety of tasks and responsibilities.

Practical Application: Integrates hands-on exercises, allowing students to apply their knowledge in real-world scenarios and gain hands-on experience with SharePoint Online.

Office Integration: Teaches how to synergize SharePoint with popular Office applications like Excel and Outlook, boosting collaborative and content management capabilities.

Expert Courseware: Developed by industry professionals with deep insights into SharePoint Online, ensuring the content is current, accurate, and highly relevant.

Outline

Working with Sites

-Understanding Site Templates and Creating Sites.

-Enhancing Site Navigation.

-Hands-on Exercise: Creating Team Sites.

Managing Page Content

-Exploring Site Pages and Wiki Library Pages.

-Practical Exercise: Working with Wiki Pages.

Site Columns and Content Types

-Utilizing the Site Column Gallery and Creating Site Columns.

-Managing Site Content Type Gallery and Creating Content Types.

-Exercises: Creating and Working with Content Types, Adding Content Types to a Library.

Office Integration

-Integrating SharePoint with Excel and Outlook.

-Practical Exercises: Excel and Outlook Integration.

Managing SharePoint Site Permissions

-Understanding SharePoint Groups and Assigning Permissions.

-Managing Permissions Inheritance.

-Hands-on Exercise: Working with SharePoint Permissions.

Prerequisites

Suitable for anyone interested in enhancing their SharePoint Online site management skills.

Course Schedule

Date	Time	Price	Options
07/13/2026	08:00 AM - 04:00 PM CT	995.00	Buy Now Enroll
09/24/2026	08:00 AM - 04:00 PM CT	995.00	Buy Now Enroll

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For questions

call:

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Email:

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FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.