

SharePoint – Advanced Site Owner (Modern Experience)

COURSE OVERVIEW

Microsoft SharePoint online is a platform designed to facilitate collaboration, allowing you to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features and content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage SharePoint sites so that your team or organization can share information and collaborate effectively

WHO SHOULD ATTEND?

This course is designed for existing SharePoint site owners who create and manage sites, add advanced pages and features, and implement business requirements. It is ideal for intermediate to advanced site owners, SharePoint administrators, and IT managers responsible for SharePoint deployments. Participants typically have prior experience with SharePoint and want to develop skills in advanced site management, governance, and customization using the modern SharePoint experience.

COURSE OUTCOMES

Delegates will gain the skills and knowledge on how to:

- Implement and manage advanced SharePoint Site features based on business requirements.
- Configure site settings.
- Integrate external data and apps.
- Configure custom content types, columns, and document sets.
- Manage information governance and compliance.
- Design and create a SharePoint site for an event.
- Interact with a diverse set of professionals, and work in teams to sharpen your problem-solving skills

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Configuring advanced site settings and navigation
- Planning and implementing SharePoint Hub Sites
- Integrating Outlook, Microsoft apps, and third-party apps
- Creating and managing content types, columns, and document sets
- Managing governance, compliance, auditing, and retention
- Using Content Organizer for file management
- Designing event-specific SharePoint sites
- Applying advanced document management and workflows
- How to enhance site usability with connected web parts
- Approval automation and workflows with Power Automate

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded