

# MICROSOFT 365 SHAREPOINT ADVANCED



This course has been developed for SharePoint Site Owners using Microsoft 365 who wish to further enhance and extend the functionality of their site.

By **SGS**



## Prerequisites

Participants need to be familiar with the topics covered in the Microsoft 365 SharePoint Introduction Course including creating and managing sites, pages, lists and libraries.

## Expected outcomes

- Add advanced features to lists and libraries such as conditional formatting, data validation and ratings
- Used managed metadata to simplify the organisation of information across lists and libraries
- Create and use content types to create standardised lists and libraries
- Manage documents using document sets
- Manage items and documents by declaring records and setting retention policies

### Hub sites

- Creating a hub site
- Associating your site with a hub site

### Advanced lists and libraries

- Form Editing
- Location columns
- Lookup columns
- Conditional formatting
- Validation
- Ratings
- Adding templates to a library
- Restoring a document library

### Managed metadata

- Creating a term set
- Using a term set
- Modifying a term set

### Content types

- Viewing the content type associated with a list
- Creating content types and site columns
- Using a content type
- Modifying content types and site columns
- Creating a document set content type

- Using document sets

### Information management

- Declaring a record
- Setting retention for a content type
- Setting retention for a list or library
- Using labels
- Closing a site

## Who should attend

This course is recommended for SharePoint site owners looking to extend their knowledge of:

- SharePoint Online (as part of Microsoft 365)

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developed for the Australian  
workplace.

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