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.

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1 DAY

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

Expected outcomes
- Learn to 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.

Who should attend
This course is recommended for SharePoint site owners looking to extend their knowledge of:
- SharePoint Online (as part of Microsoft 365).

Prerequisites
Participants need to familiar with the topics covered in the SharePoint Introduction course including creating and managing sites, pages, lists and libraries.

Practical, relevant training developed for the Australian workplace.

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