

# MICROSOFT SHAREPOINT FOR OFFICE 365 ADVANCED

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



## Prerequisites

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

## 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.

## Advanced lists and libraries

- create a list from a spreadsheet
- conditional formatting a date column
- conditional formatting a choice column
- conditional formatting a number column
- validation on a single column
- validation across multiple columns
- using ratings
- requesting sign-off on a document
- sending reminder emails
- restoring a document library

## Managed metadata

- creating a term set
- using managed metadata
- 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

## Hub Sites

- creating a hub site
- associating your site with a hub site

## Who should attend

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

- SharePoint Online (as part of Office 365).