

Document Generated: 11/16/2024

Learning Style: On Demand

Provider: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

SharePoint Online Site Manager - Beginner II



About this Course:

SharePoint is a web-based platform designed to facilitate more effective communication and collaboration on projects, within teams, as well as improve standard day-to-day operations.

Course Objectives:

- Become proficient in the foundational concepts necessary to build, manage, and support a SharePoint Online site. This course has been designed from start to finish to provide the latest information on tools available, as well as effective strategies for implementation in the areas of metadata, permissions, site structure, and more.

Audience:

- This course was designed for those tasked with managing a SharePoint site or site collection. Its for individuals intending to get an in-depth, hands-on understanding of what's possible in SharePoint Online, including potential site owners, power users, support professionals, and portal designers. Users looking to specialize in SharePoint environments are also recommended to take this course.

Course Outline:

- Managing Content in Lists and Libraries
- Content Approval
- Versioning
- Moving Files Between Libraries
- Library Retention Policies
- Folder Based Retention Policies
- Configuring Workflows
- Workflows
- Building a Built-In Workflow
- Completing Assigned Workflow Tasks
- Introduction to Flow
- Building a Flow Template
- Running a Flow
- Editing and Sharing a Flow

Credly Badge:



Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your

expertise

- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)