SharePoint: Structure and Design
Intermediate level

Duration: 3 hours

Prerequisites:
- Web browser
- Basic knowledge of SharePoint

Teaching methods:
- Remote training
- Demonstration
- Training materials included

Certificate upon completion: yes

Target audience: Advanced contributors, content managers and power users who want to structure information and design SharePoint pages.

Skills acquired upon completion:
- Create and use columns and metadata
- Configuring views tailored to needs
- Create and structure a Microsoft list
- Designing a page with sections and web parts
- Publish news and events

DESCRIPTION

Learn to turn SharePoint into a clear, structured and efficient workspace. Organize information with metadata, create meaningful views and design lists tailored to your needs. Discover how to build attractive pages that showcase your documents and content using web parts, then publish content that is easy to browse and manage.

COURSE OUTLINE

Part One

1. Structuring Information in SharePoint
- Understanding the role of metadata
- Distinguishing folder-based from metadata-based organization
- Defining a simple, consistent classification plan

2. Columns and Metadata
- Creating a column in a library
- Choosing the appropriate column type
- Using choices and default values
- Making a column required when needed
- Editing document properties
- Applying classification best practices

3. Views and Microsoft Lists
- Sorting, filtering and grouping information
- Creating public or personal views
- Using list, gallery or calendar views
- Distinguishing a document library from a list
- Creating a blank list or one from a template
- Adding and configuring columns
- Creating user-friendly views
- Adding and editing list items
- Setting up simple rules and notifications
- Defining responsibilities for content updates
- Using a list to track an activity or process

Part Two

1. Understanding Site Structure
- Distinguishing a team site from a communication site
- Understanding the owner, member and visitor roles
- Using navigation and site contents

2. Designing a SharePoint Page
- Creating a new page
- Organizing the page with sections and columns
- Editing, saving and publishing a page

3. Using Web Parts
- Adding text, images and quick links
- Displaying documents and lists on a page
- Adding the News and Events web parts
- Moving, configuring and customizing web parts

4. News, Events and Calendars
- Creating and publishing a news post
- Creating an event and displaying it in a calendar or on a page

5. General Conclusion
- Recap of everyday habits to keep
- Discussion of the team's specific cases

QUESTIONS AND ANSWERS