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Learning Style: On Demand

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 2 Hours

SharePoint Online Site Manager - Intermediate



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:

- Adding and Configuring Web Pages
- What are Web Pages?
- Types of Pages and Creating Wiki Pages
- Editing Wiki Pages
- Adding Context to a Wiki Page
- Saving Pages and Viewing Page History
- Creating Site Pages
- Editing Site Pages
- Saving and Publishing Site Pages
- Setting a New Home Page
- Managing Site and List Security
- Introduction to Site Permissions
- Levels and Groups
- Assigning Permissions to Individuals vs Groups
- Creating Permission Groups
- Assigning Permission Levels to Groups
- Changing Assigned Permission Levels
- Creating New Permission Levels
- Defining New Permission Level Permissions
- Combining Permission Levels in One Group
- Adding and Removing Users and Managing Groups
- Breaking Permissions Inheritance
- Deleting Unique Permissions (Reinheriting Permissions)