

Microsoft SharePoint Online

Web Parts & Web Design

\$350+GST per person | Maximum 4 in the class

This course is for anyone interested in designing a communication site using SharePoint Online. This course aims at those that are self-taught and newcomers to SharePoint Online. SharePoint is a platform with many features and capabilities, a strong understanding of these features also known as Web Parts will allow to user to create compelling web sites. An understanding of Web Design will help the SharePoint user to make interesting and captivating web sites. This course is aimed at people who want to create a web site using a variety of SharePoint Online Web parts and develop and understanding of good web design.

Course Content

CHAPTER 1 SITE CREATION

- ☐ CREATE A COMMUNICATION SITE
- ☐ NAVIGATE SHAREPOINT

CHAPTER 2 USING WEB PARTS ON SHAREPOINT PAGES

- ☐ ADD A NEW PAGE
- ☐ SITE CONTENTS
- ☐ MANAGE SECTIONS & WEB PARTS
- ☐ ADD A WEB PART
- ☐ MOVE OR REMOVE A WEB PART

CHAPTER 3 WEB PARTS

- ☐ BING MAPS WEB PART
- ☐ TEXT, TABLE, IMAGE & LINK WEB PART
- ☐ EVENTS WEB PART
- ☐ BUTTON
- ☐ CALL TO ACTION
- ☐ COUNTDOWN TIMER
- ☐ DIVIDER
- ☐ DOCUMENT LIBRARY
- ☐ FILE VIEWER
- ☐ GROUP CALENDAR
- ☐ HERO
- ☐ HIGHLIGHTED CONTENT
- ☐ IMAGE
- ☐ IMAGE GALLERY
- ☐ LINK
- ☐ LIST
- ☐ MY FEED
- ☐ NEWS
- ☐ ORGANISATION CHART
- ☐ PAGE PROPERTIES
- ☐ PEOPLE
- ☐ RECENT DOCUMENTS
- ☐ WORLD CLOCK
- ☐ YAMMER (CONVERSATIONS & HIGHLIGHTS)
- ☐ YOUTUBE

CHAPTER 4 SITE DESIGN CORE ELEMENTS

- ☐ SITE INFORMATION & SITE SETTINGS
- ☐ THEMES
- ☐ LOGOS
- ☐ NAVIGATION
- ☐ SITE HEADER LAYOUTS
- ☐ FOOTER
- ☐ CONTENT STRUCTURE
- ☐ IMAGERY
- ☐ LAYOUT - VISUAL HIERARCHY
- ☐ LAYOUT - SIZE
- ☐ LAYOUT - COLOUR
- ☐ LAYOUT - ALIGNMENT
- ☐ LAYOUT-WHITE SPACE
- ☐ LAYOUT - CONSISTENCY