

TERMS OF REFERENCE

1. Background

SharePoint Site Collections and Site Owner Administration is the program/course intended for SharePoint Admin/Developer/IT Professionals who are tasked with working or supporting within the SharePoint environment: on premise or Cloud.

Training and Exam

This is a 5 days Training Course for 1 person , certificate will be issued after Training, and Below Modules will be covered:

- SharePoint Permission
- Building Sites with Apps
- Document and Record Management
- Office Intergration
- Creating Sites
- Planning Company Portal
- Site Collection Administrator Settings
- Workflow
- SharePoint Permissions
- Finding Info Using Search
- Creating Publishing Sites
- Site Collections Administrator Settings

Method of Training and Course Level

- NQF-N/A
- Training is optional (Virtual Training and Onsite Training), **I will do Virtual Training.**