

# Advanced Applications of SharePoint Online: Level 1

What You Will Learn.....	1
Creating and Using Site Columns.....	2
Creating a Site Column.....	2
Using the Site Column in a List.....	5
Exercise 1.....	7
Working with Content Types.....	8
Managing Content Types in a List or Library .....	9
Adding Content Types to the Library .....	9
Modifying Content Type Options.....	11
Changing the Order of Content Types.....	13
Creating a Site Content Type.....	14
Using a Custom Site Content Type in a Document Library .....	16
Exercise 2.....	21
Creating Workflows.....	22
Understanding Built-In Workflow Templates .....	22
Viewing Activated Workflows .....	23
Implementing a Publishing Approval Workflow.....	24
Starting the Workflow.....	29
Reviewing Workflow Tasks .....	31
Viewing Workflow Status and History.....	32
Modifying the Workflow (Starting the Workflow Automatically).....	33
Exercise 3.....	34
Understanding SharePoint Access .....	35
Viewing Site Collection Permissions.....	35
Understanding Default Groups .....	35
Adding Users to a Default Group .....	38
Changing or Removing User Permissions .....	42
How to Remove a User from a Group .....	42
Checking a User’s Permissions.....	43
Understanding Permission Levels.....	44
Creating Custom Permission Levels.....	44
Creating New SharePoint Groups.....	45
Controlling Access for a Subsite.....	47
Controlling Access to a List or Library .....	49
Exercise 4.....	54

Creating Web Part Pages .....	55
Editing the Page .....	57
Adding Web Parts .....	57
Adding Rich Text (Content Editor Web Part) .....	58
Navigating to the Page .....	61
Using Filter Web Parts to Filter Lists .....	62
Understanding the Filter Web Parts .....	62
Using a Text Filter to Filter Content .....	63
Using a SharePoint List Filter .....	67
Using Web Part Connections to Display Related Data in Lists .....	71
Exercise 5 .....	73
Compiling Site Content .....	74
Showing Relevant Documents .....	74
Using the Content Query Web Part (Optional) .....	75
Searching for SharePoint Content .....	80
Using Default Search Features .....	80
Creating Query Rules .....	82
Appendix A: Adding a Workflow to a Content Type .....	87
Appendix B: Solutions to Exercises .....	91