



Microsoft 365

SharePoint Site Owner

Welcome to M365 SharePoint Site Owner



What You'll Learn Today

Overview of Microsoft SharePoint Site Owner

- Topics covered include:
 - SharePoint Access and Roles
 - SharePoint Site Overview
 - News Posts and News Web Parts
 - Create and Maintain Pages
 - Page Details, File Access, and Document Libraries
 - SharePoint Key Terms
 - Site Settings



Lesson 1

SharePoint Access and Roles

- Site Setup and Ownership
- Access SharePoint
- Site Roles and Responsibilities



Choose the Right Location for Your Files

What, when, and where to store, share, and collaborate on files in Microsoft 365 comes down to choosing the right application according to how many people are likely to see your document.



SharePoint
Files stored on SharePoint are accessible across many
departments for long-term storage



What is SharePoint?

SharePoint as a long-term, structured file storage for teams, departments, and projects. SharePoint is the backbone for file storage in Microsoft Teams and other apps.

Document Storage and Management

- SharePoint provides a centralized platform for storing, organizing, and managing documents.

Collaboration

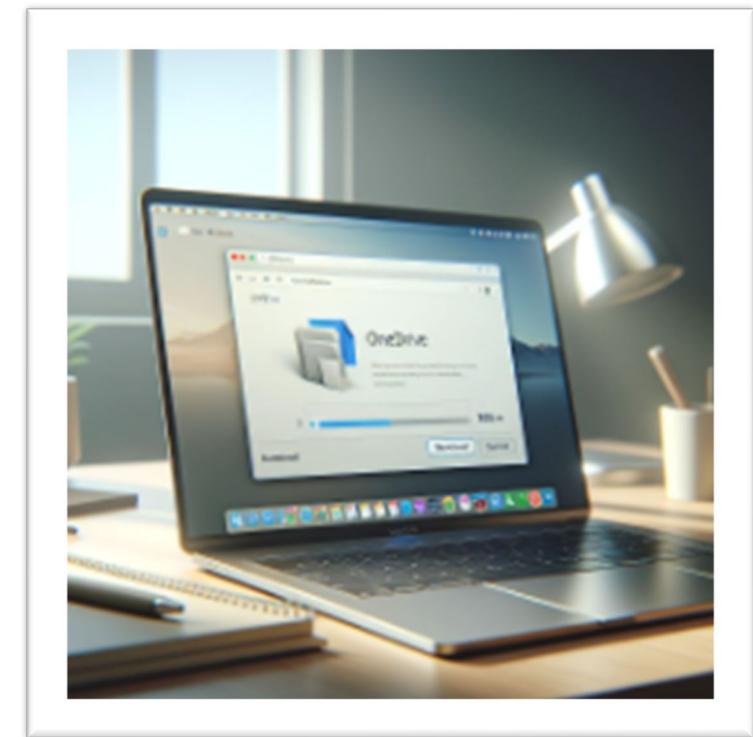
- It allows multiple users to work on documents simultaneously, share files, and manage content efficiently.

Streamlining Teamwork

- SharePoint facilitates communication and task management for enhanced team productivity.

Organizational Uses

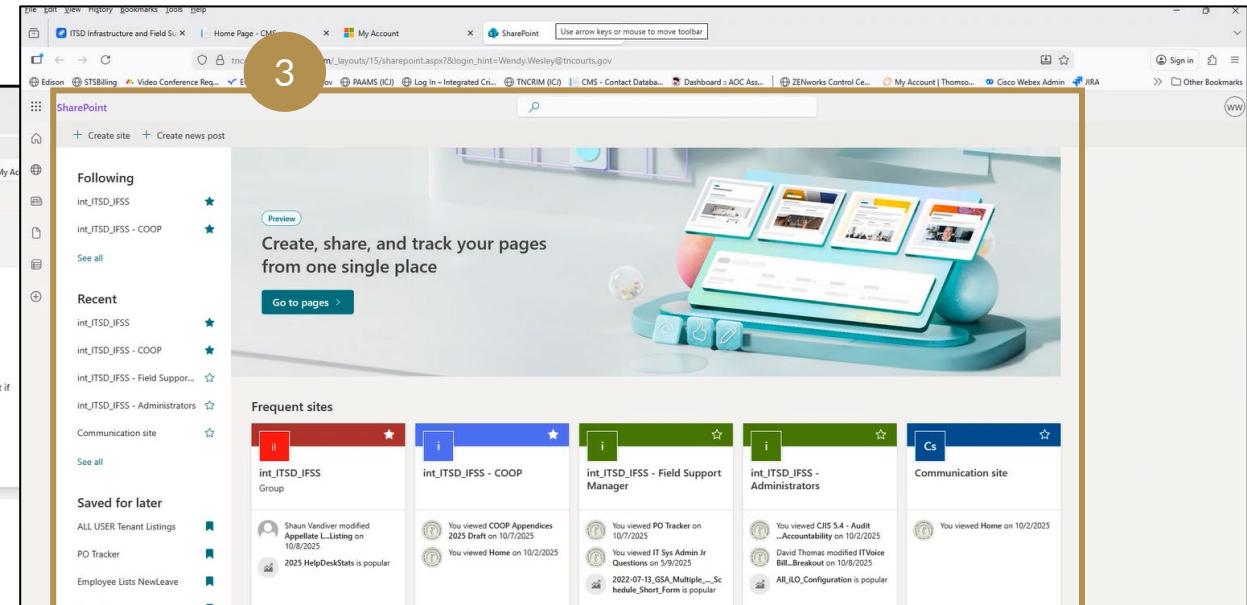
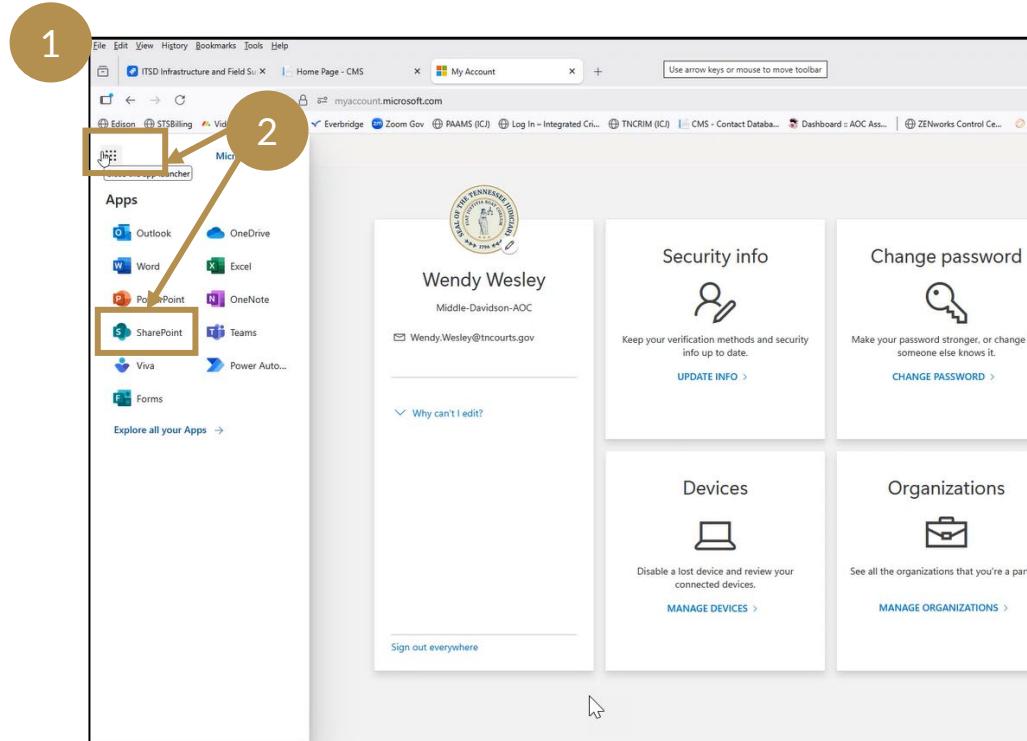
- Sites cater to diverse needs like project collaboration and departmental communication within organizations.



How to Access SharePoint

Accessing SharePoint from a web browser provides the most comprehensive and up-to-date experience for users.

1. Type **myaccount.Microsoft.com** into your internet browser, **M365** opens.
2. From the Navigation Pane select the **App Launcher (nine dots)** and then select **SharePoint**.
3. Your **SharePoint** site displays.



SharePoint Site Creation – TN Courts Process

What should I do before I create a new Site?

1. Define the purpose, goals and members to the site.
2. Search for an existing Site that meets these needs.
3. If there is already a Site, create a page.
4. If you are not currently a member of the Site, request access.



Use the search bar at the top of the Site app to enter keywords related to your project, department, or team name.



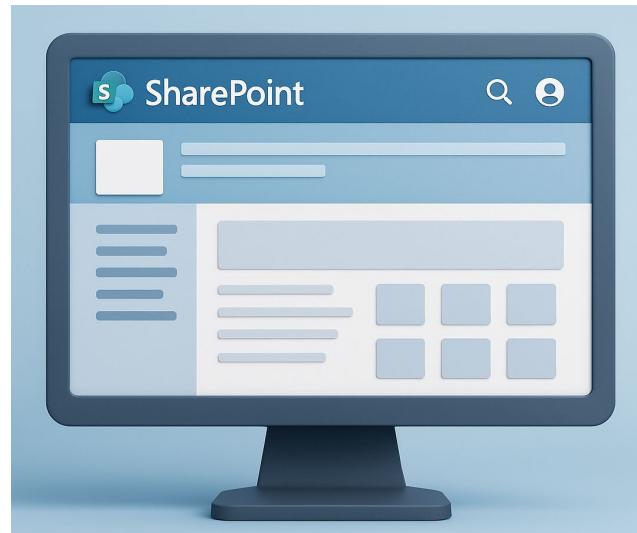
Creating a SharePoint Site

- Submit a request through AOC Help Center
(<https://tennaoc.atlassian.net/servicedesk/customer/portals>)
- The Governance Team evaluates the request, need, and impact.
- Once approved, ITSD provisions the new Site.
- The Site owner is the person who made the request or a person identified in the ticket.

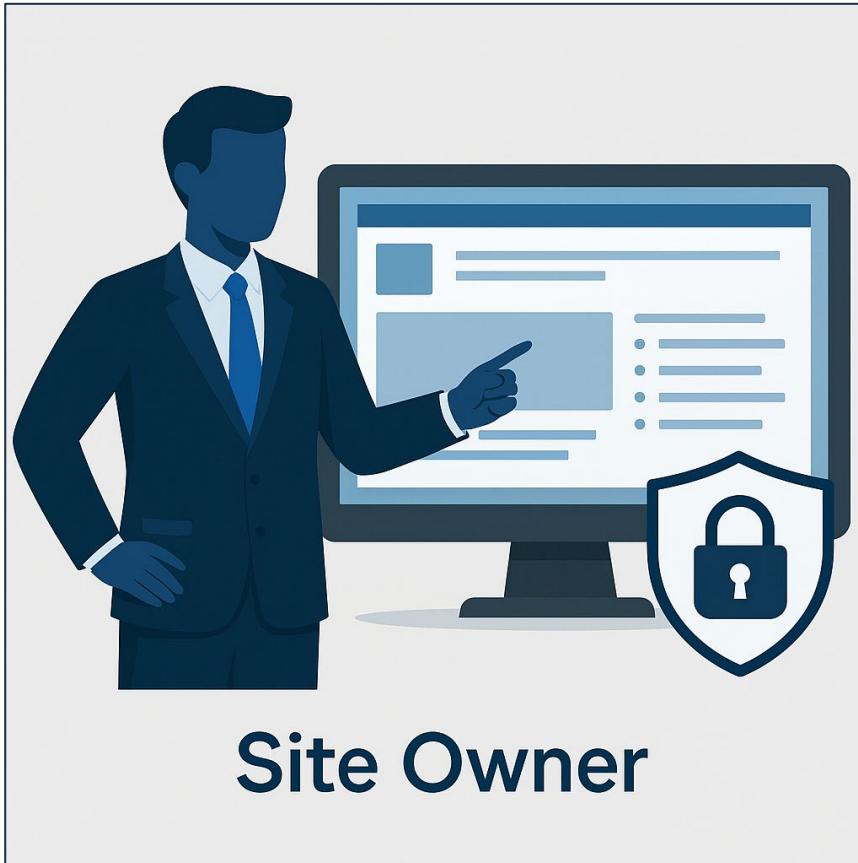


Supreme Court Justices SharePoint Sites

Supreme Court Justices	Site Name	Site Owner
Chief Justice Bivins	• int_SC_JBivins	• Taylor York
Justice Kirby	• int_SC_HKirby	• Dottie Smith
Justice Tarwater	• int_SC_DTarwater	• Barrett Hobbs • Morgan Fitzgerald
Justice Wagner	• int_SC_MWagner	• Justice Mary Wagner
Justice Campbell	• int_SC_SCampbell	• Taylor York



Roles and Responsibilities of a Site Owner



Site Maintenance

- Site owners ensure ongoing maintenance to keep the website running smoothly and efficiently.

Managing Permissions

- Managing user permissions is a key responsibility to control access and protect site content.

Content Organization

- Organizing content helps users find information easily and enhances site usability.

Site Security and Functionality

- Site owners maintain security and functionality to protect data and provide a reliable experience.



Roles and Responsibilities of a Site Owner

Site Owner

- Change the site theme
- Change navigation layout
- Change the site logo
- Add or remove other Site Owners
- Edit site member settings
- Add or remove Site Visitors
- Edit site settings
- Delete the site
- Associate the site to a hub
- Add and modify page content
- Add and modify page navigation via menu
- Add buttons and links
- View and update document libraries
- Manage document versions
- Adhere to TN Courts governance

Site Visitor

- Read-only access
- View content

The majority of TN Courts

Today's training audience



Lesson 2

SharePoint Site Overview

- Site Overview
- Navigation Overview
- Site Settings
- Standard Site Contents
- How Pages are Stored in SharePoint



SharePoint Site Overview

Feature	Teams Site (Team Site)	Communication Site
Primary Purpose	Collaboration within a team or group	Broadcasting information to a wide audience
Typical Audience	Small group (project team, department); many contributors, few readers	Large audience (entire org, leadership updates); many readers, few contributors
Integration with Microsoft Teams	Automatically created when a new Team is made in Microsoft Teams	Not connected to Microsoft Teams
Permissions Model	Members can contribute (edit, add, delete)	Few authors, many readers (view-only)
Homepage Layout	Focused on collaboration tools (document libraries, activity feed)	Visually rich with web parts for news, events, hero banners
Navigation	Simple, team-focused	Structured, often with hub site navigation
Content Type	Dynamic, work-in-progress documents and lists	Polished, finalized content like announcements, reports
Examples	Project collaboration, task tracking, shared files	HR portal, executive updates, company news site

Two Foundational Types of SharePoint Sites:

Team Sites – For internal collaboration within a team or department. More functional, less visual. Think of it as a digital office.

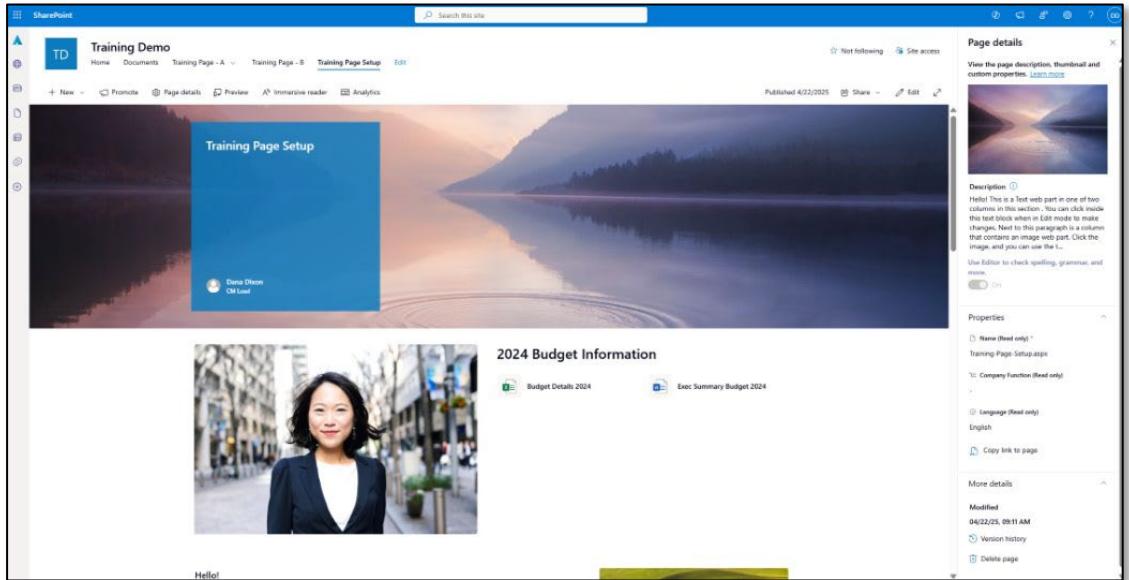
Communication Sites – For broadcasting information to a broader audience. More visual, less interactive. Think of it as a digital bulletin board or intranet homepage.

- You need to share information broadly across the organization.
- You want a polished, branded experience.
- You're publishing content, not collaborating on it.



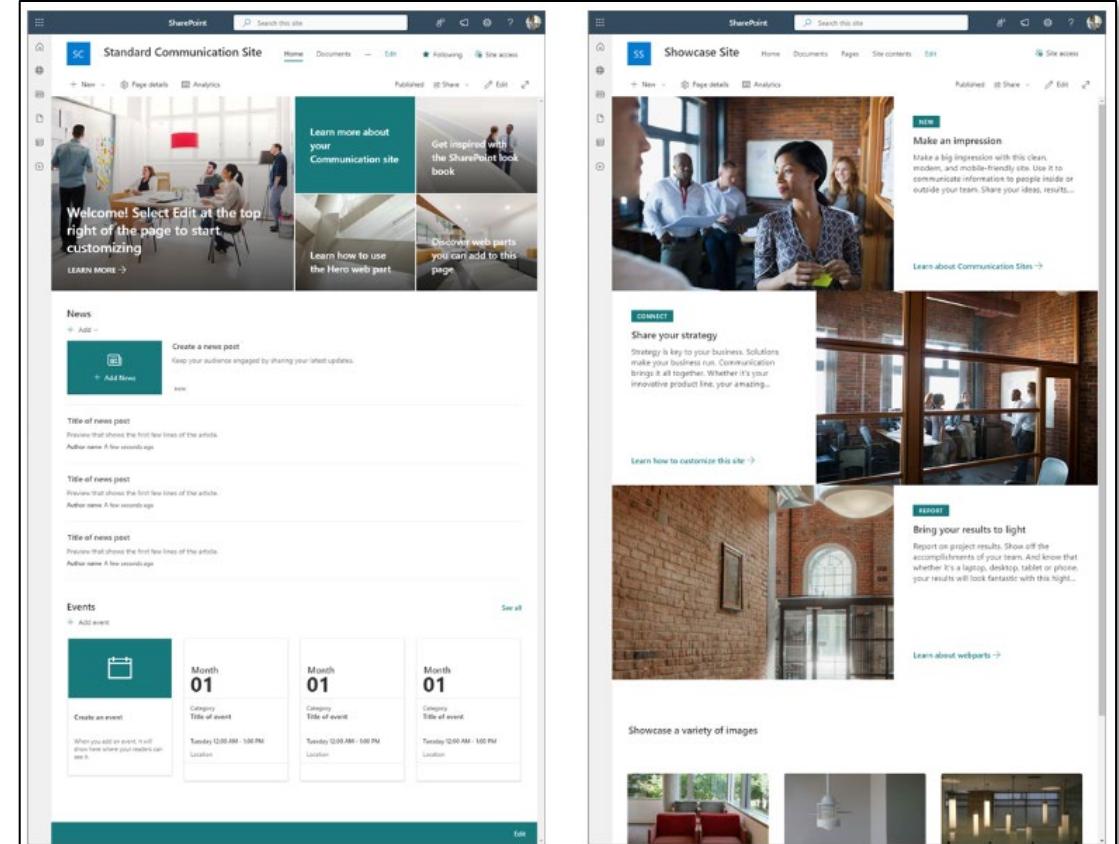
Site Examples

Team Site Example

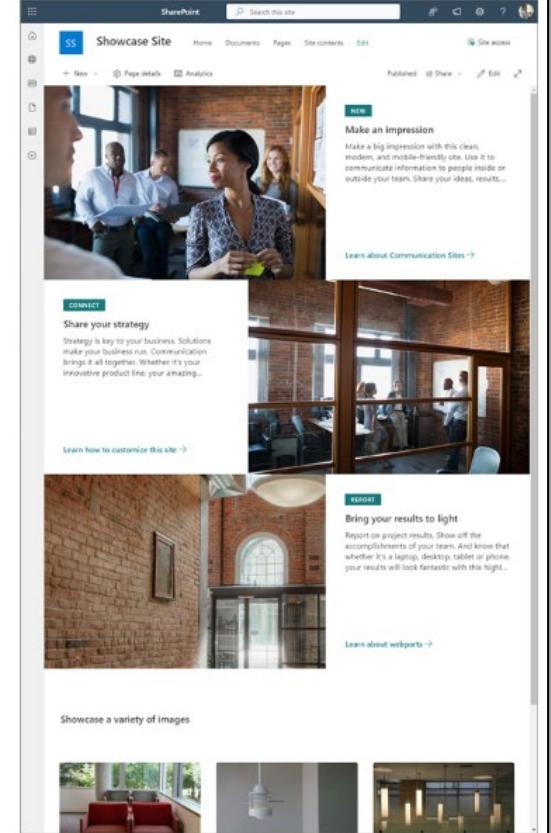


The screenshot shows a SharePoint Team Site titled "Training Demo". The page features a large image of a lake and mountains. A blue sidebar on the left contains the site title and navigation links for "Home", "Documents", "Training Page - A", "Training Page - B", and "Training Page Setup". The main content area includes a "Training Page Setup" section with a "Done Done On Track" status, a "2024 Budget Information" section with links to "Budget Details 2024" and "Exec Summary Budget 2024", and a "Hello!" message. The "Edit" button is visible in the top right corner of the page.

Communication Site Example



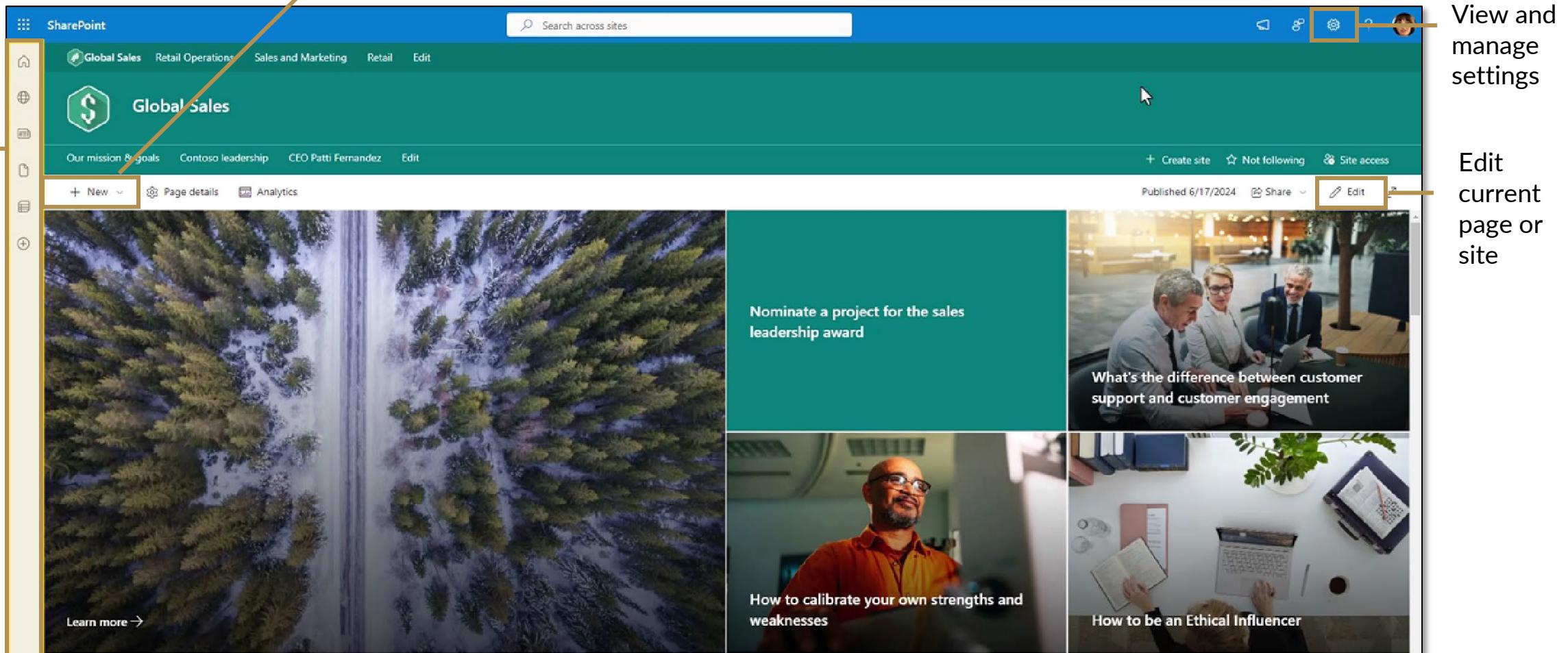
The screenshot shows a SharePoint Communication Site titled "Standard Communication Site". The page features a "Welcome! Select Edit at the top right of the page to start customizing" message. It includes sections for "News", "Events", and "Events". The "News" section has a "Create a news post" button. The "Events" section shows four items: "Month 01", "Month 01", "Month 01", and "Month 01", each with a "Create an event" button. The "Edit" button is visible in the top right corner of the page.



The screenshot shows a SharePoint Communication Site titled "Showcase Site". The page features a "Make an impression" message, a "Share your strategy" section, a "Learn how to customize this site" section, and a "Bring your results to light" section. It also includes a "Showcase a variety of images" section with three images of interior spaces. The "Edit" button is visible in the top right corner of the page.

Navigation Overview

Page, Document Library, or News Post



The screenshot illustrates the navigation and interface of a SharePoint page. The top navigation bar includes the SharePoint logo, a search bar, and links for 'Global Sales', 'Retail Operations', 'Sales and Marketing', 'Retail', and 'Edit'. The left sidebar, labeled 'App bar', contains icons for Home, Site Contents, Site Settings, and a plus sign. The main content area features a large image of a forest, with a 'Learn more →' button at the bottom left. Above the image, the page title is 'Global Sales' with a hexagonal icon. Below the title are links for 'Our mission & goals', 'Contoso leadership', and 'CEO Patti Fernandez', along with an 'Edit' button. The top right corner of the page header has a user profile icon. The right side of the page includes a 'View and manage settings' button, an 'Edit' button for the current page, and a 'Published 6/17/2024' timestamp. The main content area is divided into several cards: a teal card for 'Nominate a project for the sales leadership award', a dark card for 'What's the difference between customer support and customer engagement' showing two people at a desk, a card for 'How to calibrate your own strengths and weaknesses' showing a man in an orange shirt, and a card for 'How to be an Ethical Influencer' showing a person at a desk with a laptop and papers.

The screenshots provided reflect a test environment. Your experience may vary.



Site Settings

The Governance Team will create **New Communication Sites**, but Site Owners will be able to customize the site upon its creation.

- Logo
- Navigation
- Theme
- Page layout
- Web parts

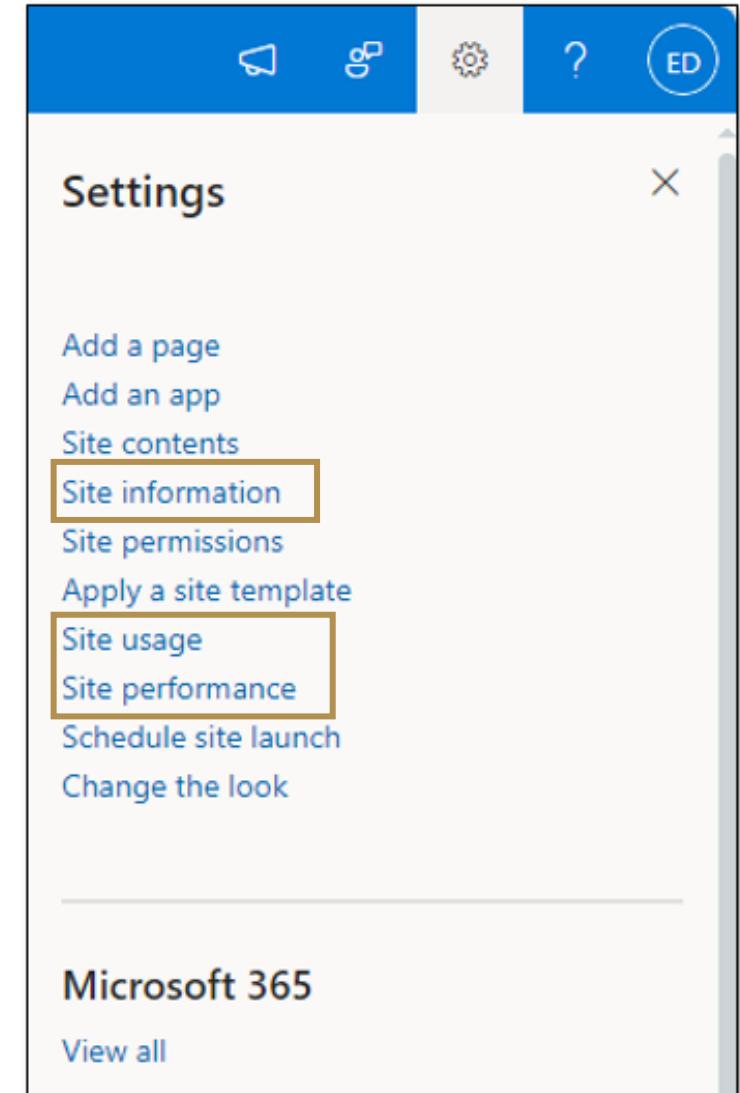
Select the **Settings icon** at the top right of your SharePoint window.

Here, you can select settings related to Site contents, Site permissions, and more.

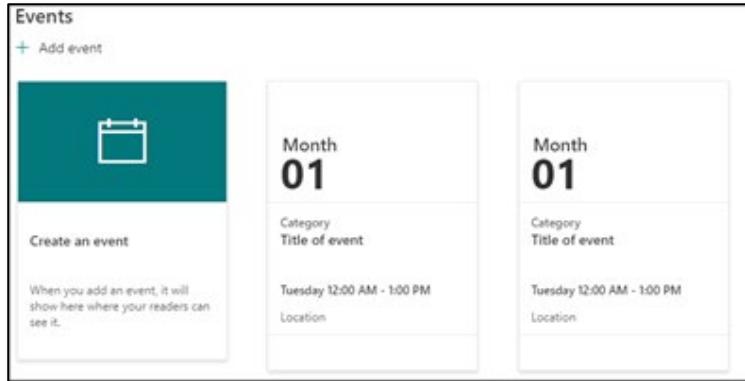
Select **Site information** and then click **Delete Site**.

Select **Site usage** and **Site performance** to review data

[Learn more](#)



Standard Site Contents



Events

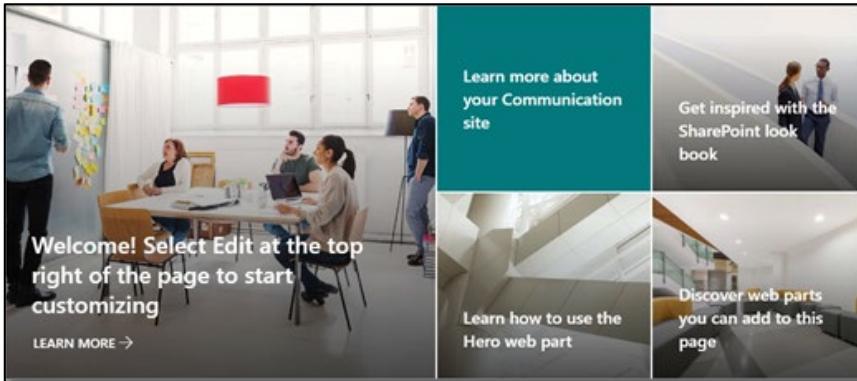
+ Add event

Create an event

When you add an event, it will show here where your readers can see it.

Month 01	Category Title of event	Category Title of event
Tuesday 12:00 AM - 1:00 PM	Location	Tuesday 12:00 AM - 1:00 PM

Display upcoming events using the **Events** web part.



Welcome! Select **Edit** at the top right of the page to start customizing

LEARN MORE →

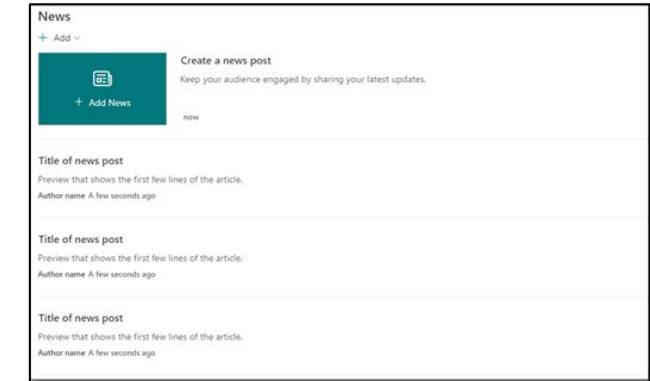
Learn more about your Communication site

Get inspired with the SharePoint look book

Discover web parts you can add to this page

Learn how to use the Hero web part

Use the **Hero** web part to bring focus and visual interest to your page. You can display up to five items, and you can add compelling images.



News

+ Add

Create a news post

Keep your audience engaged by sharing your latest updates.

now

Title of news post

Preview that shows the first few lines of the article.

Author name A few seconds ago

Title of news post

Preview that shows the first few lines of the article.

Author name A few seconds ago

Title of news post

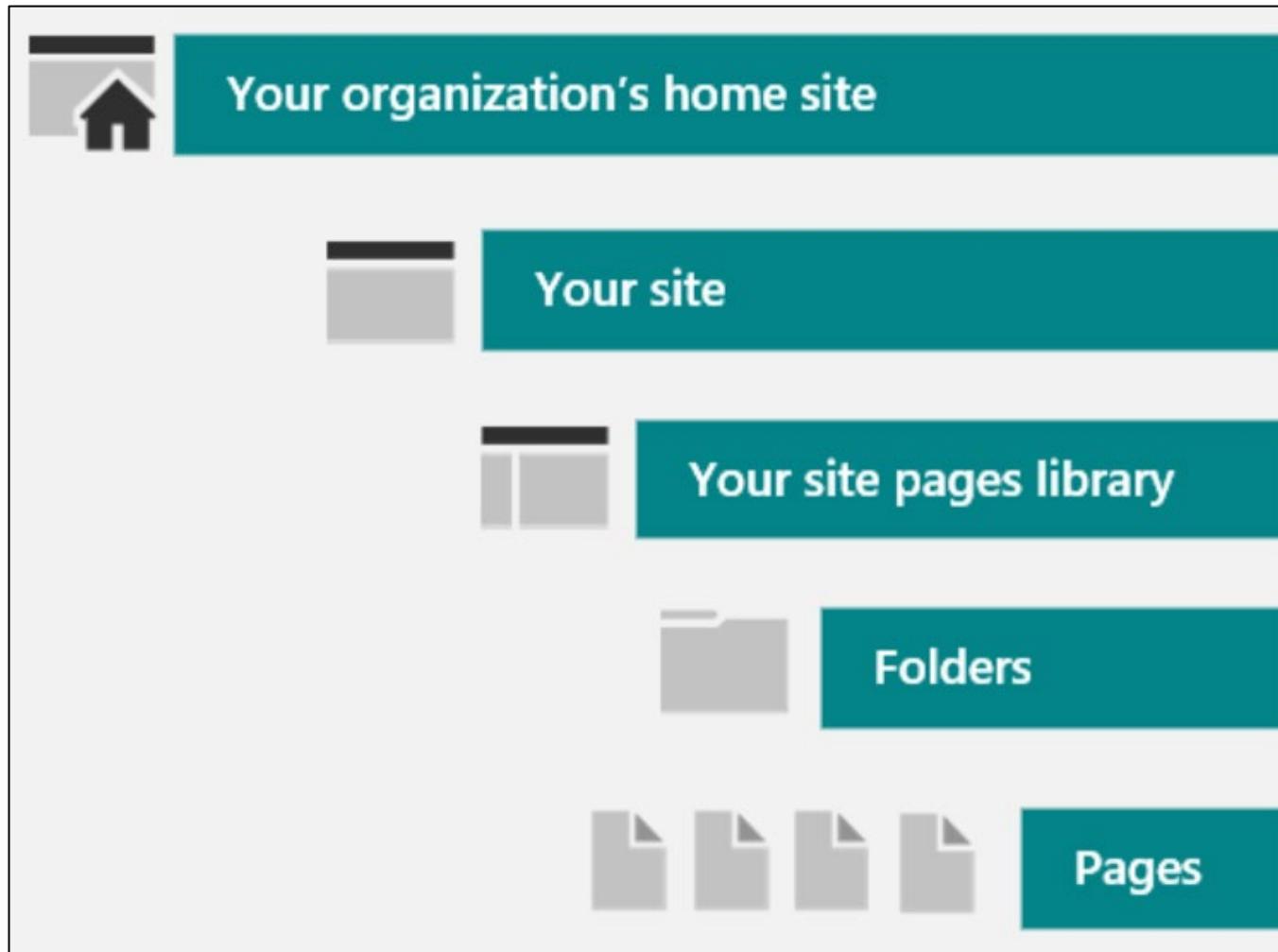
Preview that shows the first few lines of the article.

Author name A few seconds ago

You can keep your team in the loop as well as engage them with important or interesting stories by using the **News** web part.



How Pages are Stored in SharePoint



- Pages that you create, save, or publish are stored in the **Pages library** for your site.
- TN Courts may have multiple sites, where each site will have its own pages library. The library may have folders where pages are organized.

[Learn more](#)



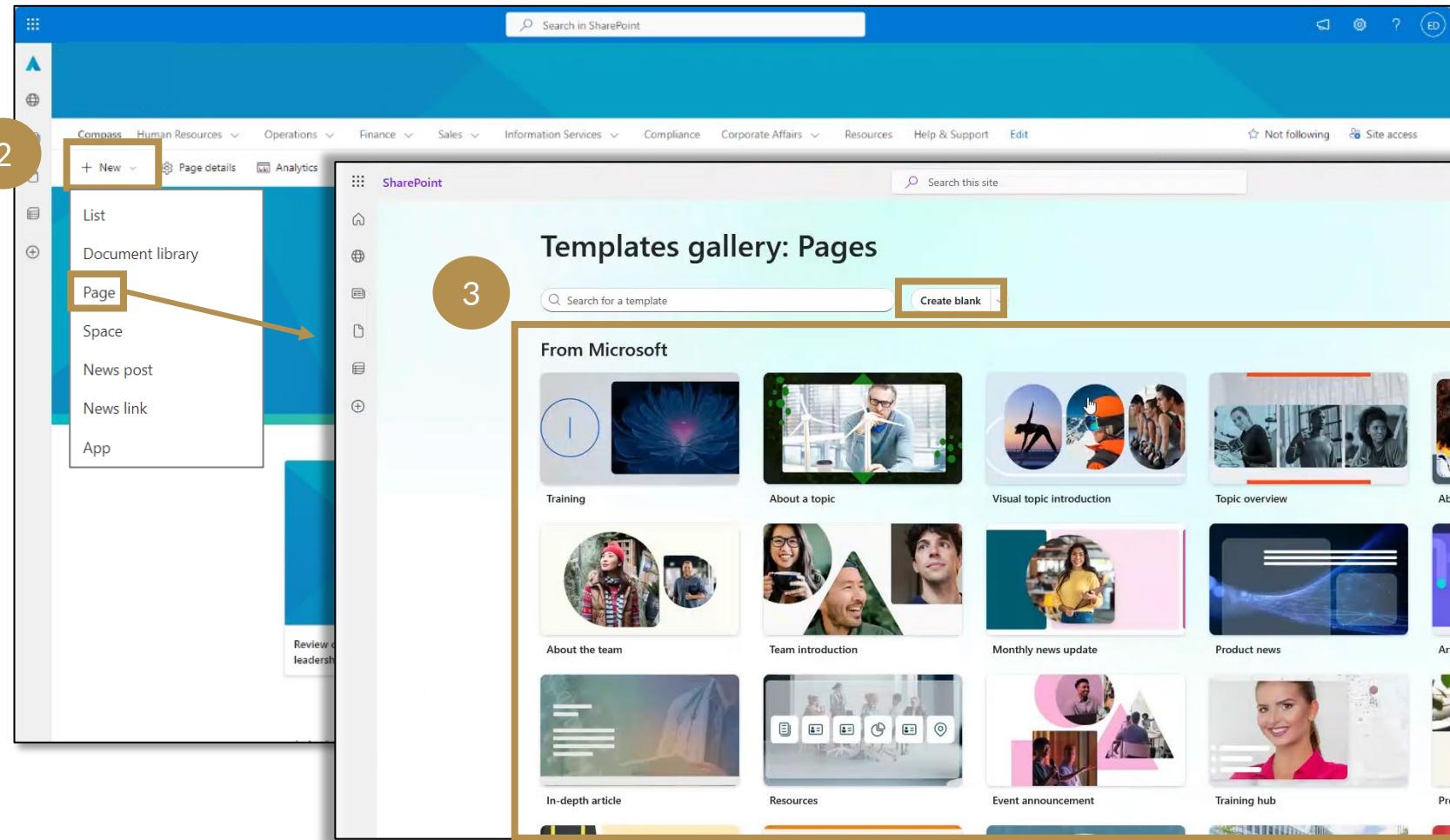
Lesson 3

News Posts and News Web Parts

- Apply Templates
- News Posts vs. News Web Part
- Where News Can Be Shown



Access Page Templates



Going forward, we are logged in as **Site Owners**, with **Edit** and other permissions.

1. Open the desired site.
2. Select **New > Page**.
3. Select the desired template or select **Create blank**.

[Learn more](#)



News Posts vs. News Web Part

News Post

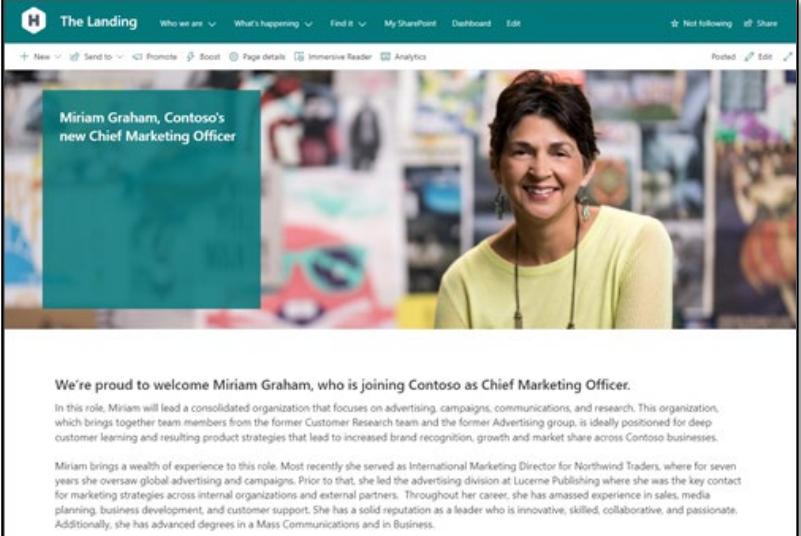
- A SharePoint page
- Created when you want to share an update
- Lives in your site's Pages library

News Web Part

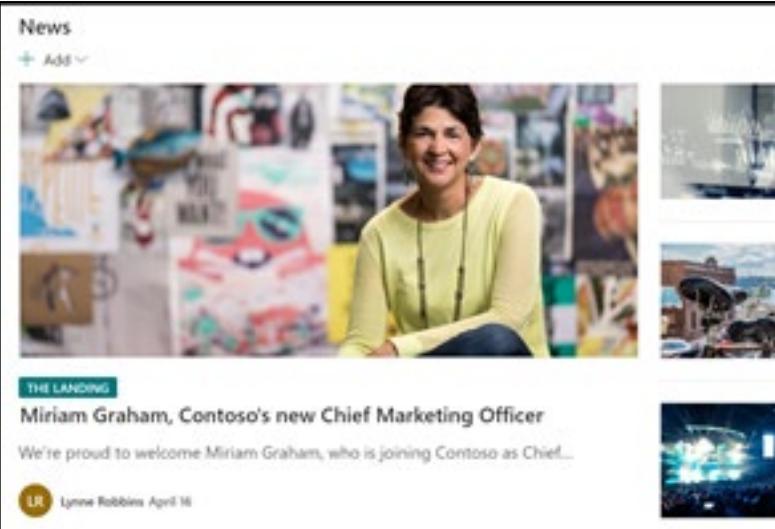
- A display tool
- Added to a page
- Pulls in and displays News posts

How they work together...

- You create a news post (just like creating a page).
- That post is saved in your site's Pages library.
- The News web part on your homepage automatically shows a preview of that post.
- When someone clicks it, they're taken to the full post.



The screenshot shows a SharePoint news post titled "Miriam Graham, Contoso's new Chief Marketing Officer". The post features a large image of a woman (Miriam Graham) in a yellow top, smiling. The text of the post reads: "We're proud to welcome Miriam Graham, who is joining Contoso as Chief Marketing Officer. In this role, Miriam will lead a consolidated organization that focuses on advertising, campaigns, communications, and research. This organization, which brings together team members from the former Customer Research team and the former Advertising group, is ideally positioned for deep customer learning and resulting product strategies that lead to increased brand recognition, growth and market share across Contoso businesses. Miriam brings a wealth of experience to this role. Most recently she served as International Marketing Director for Northwind Traders, where for seven years she oversaw global advertising and campaigns. Prior to that, she led the advertising division at Lucerne Publishing where she was the key contact for marketing strategies across internal organizations and external partners. Throughout her career, she has amassed experience in sales, media planning, business development, and customer support. She has a solid reputation as a leader who is innovative, skilled, collaborative, and passionate. Additionally, she has advanced degrees in a Mass Communications and in Business."



The screenshot shows a SharePoint homepage with a "News" web part. The web part displays a preview of the news post, including a thumbnail image of Miriam Graham and the title "Miriam Graham, Contoso's new Chief Marketing Officer". Below the thumbnail, a snippet of the post's content is shown: "We're proud to welcome Miriam Graham, who is joining Contoso as Chief...". At the bottom of the web part, it shows the author "Lynne Robbins" and the date "April 16".

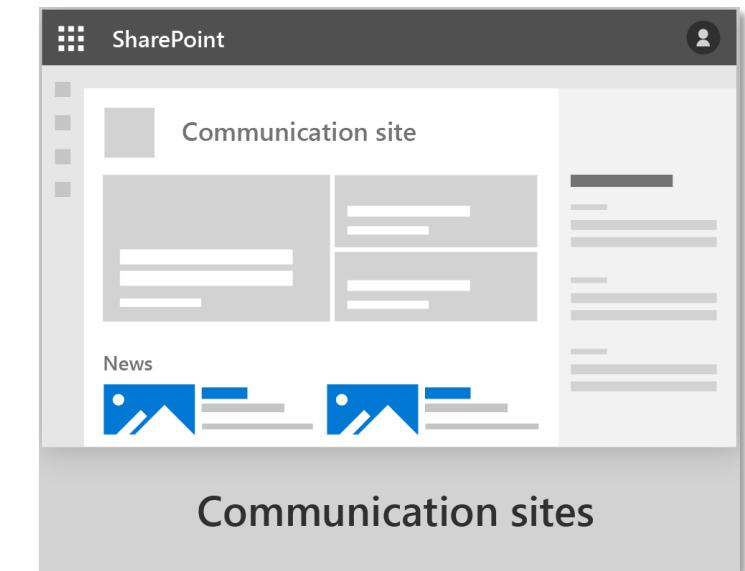
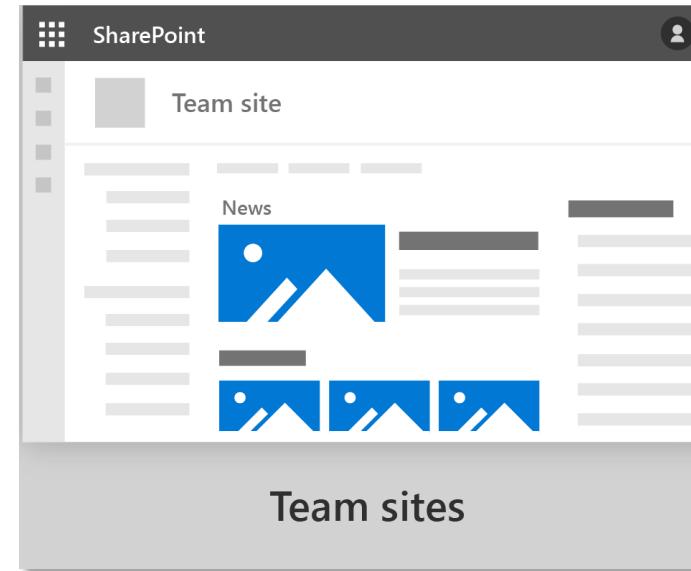
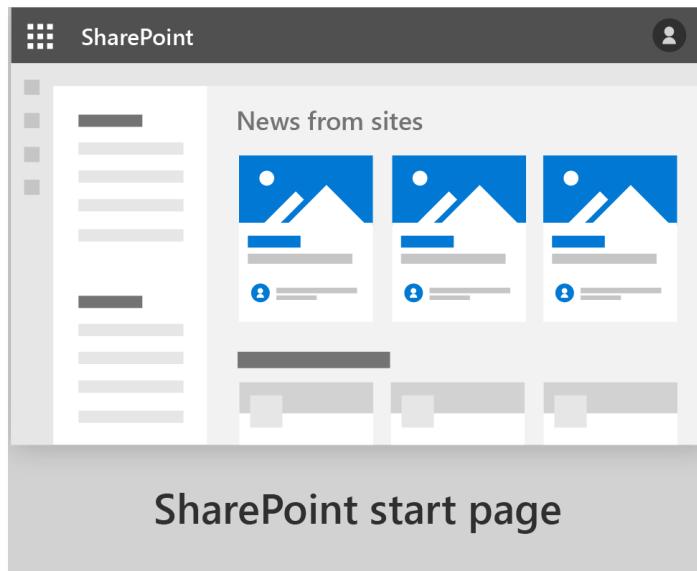
The screenshots provided reflect a test environment. Your experience may vary.



Where News Can Be Shown

SharePoint Start Page – Automatically displayed based on relevance to user

Team Sites and Communication Sites – When the news web part is used



Lesson 4

Create and Maintain Pages

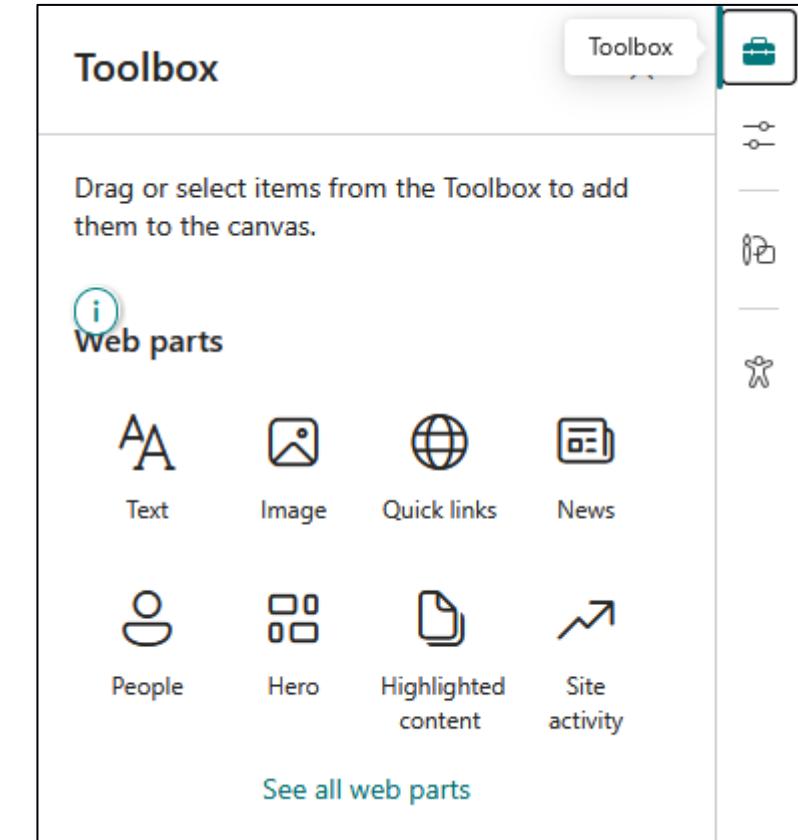
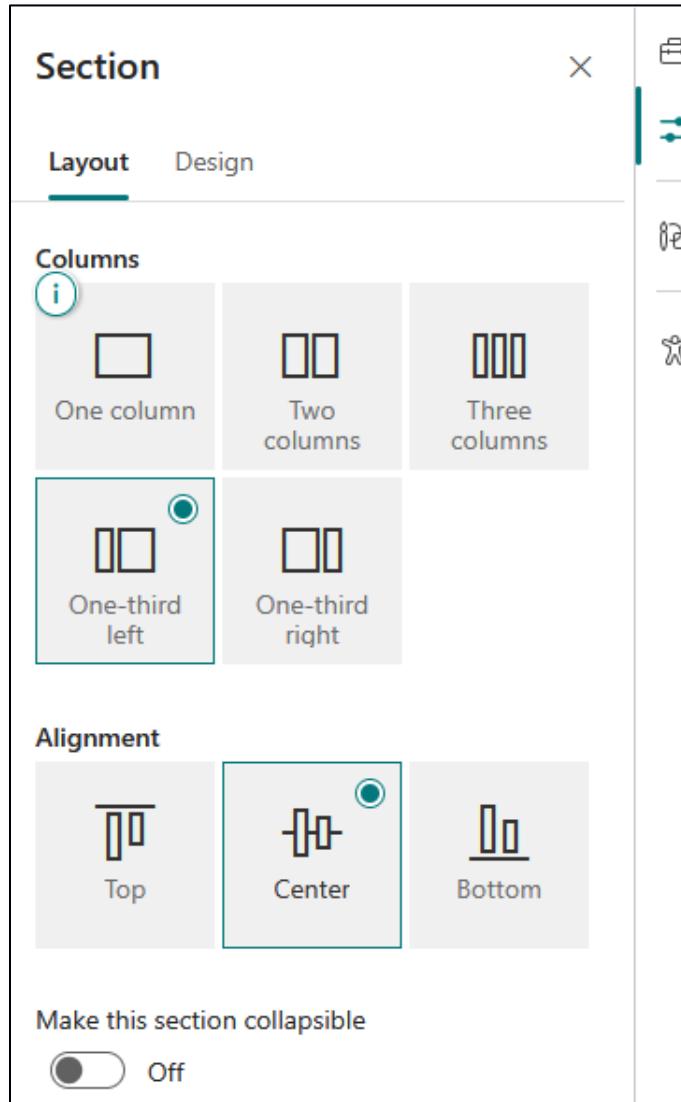
- Sections and Web Parts
- Create and Edit a Page
- Add and Edit Page Sections
- Add, Move or Remove Web Parts
- Discard and Undo Changes
- View Page Version History and Pages Library
- Understand Pages vs New Posts



Sections and Web Parts

Pages are made up of **Sections** and **Web Parts**.

Sections are rows that contain various “Web Parts” that are the building blocks of your page.

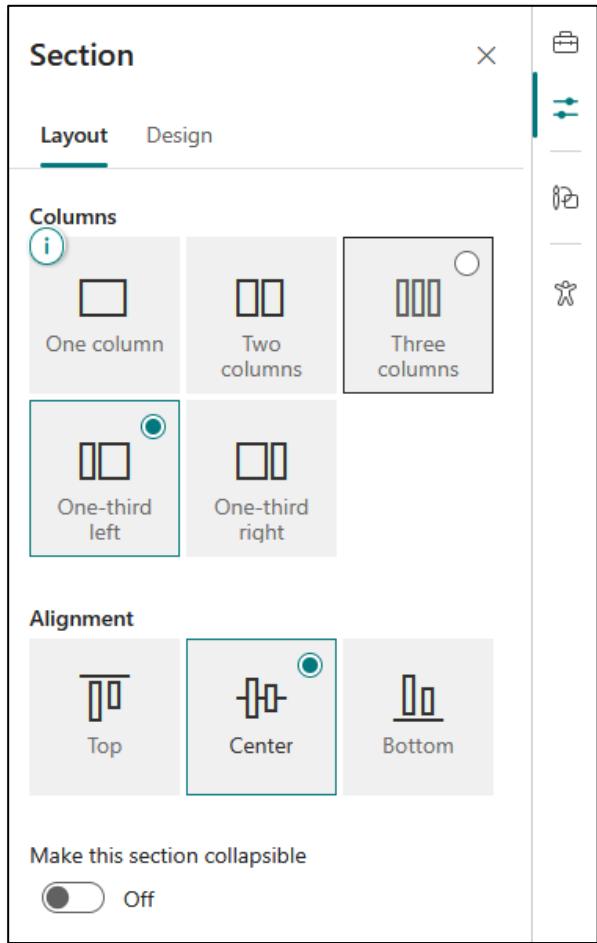


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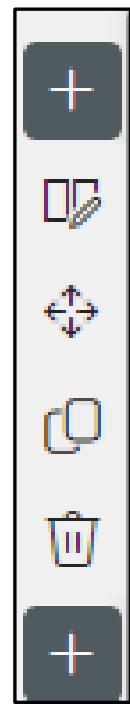


Sections

Section Types:



Section Editing Tools:

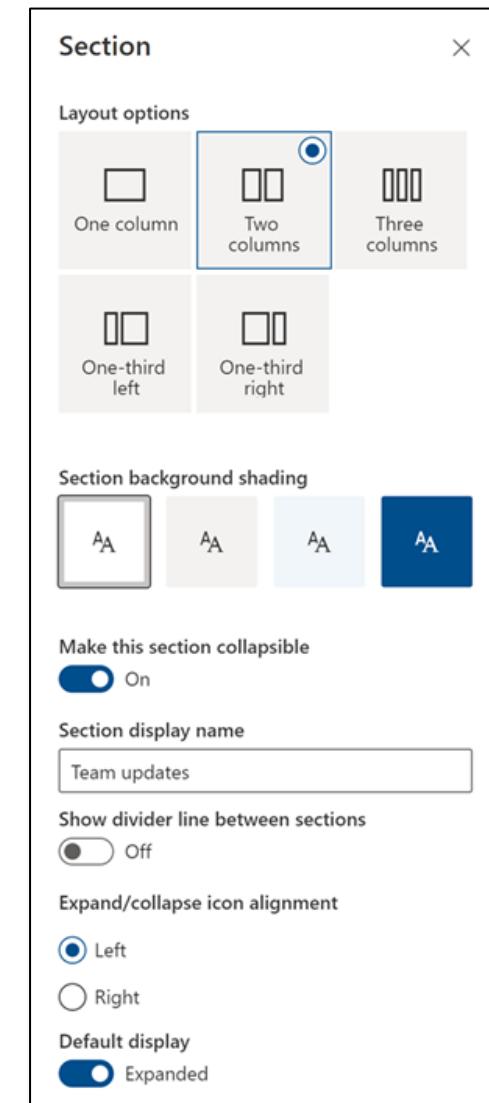


Edit section

Move section

Duplicate section

Delete section



Demo

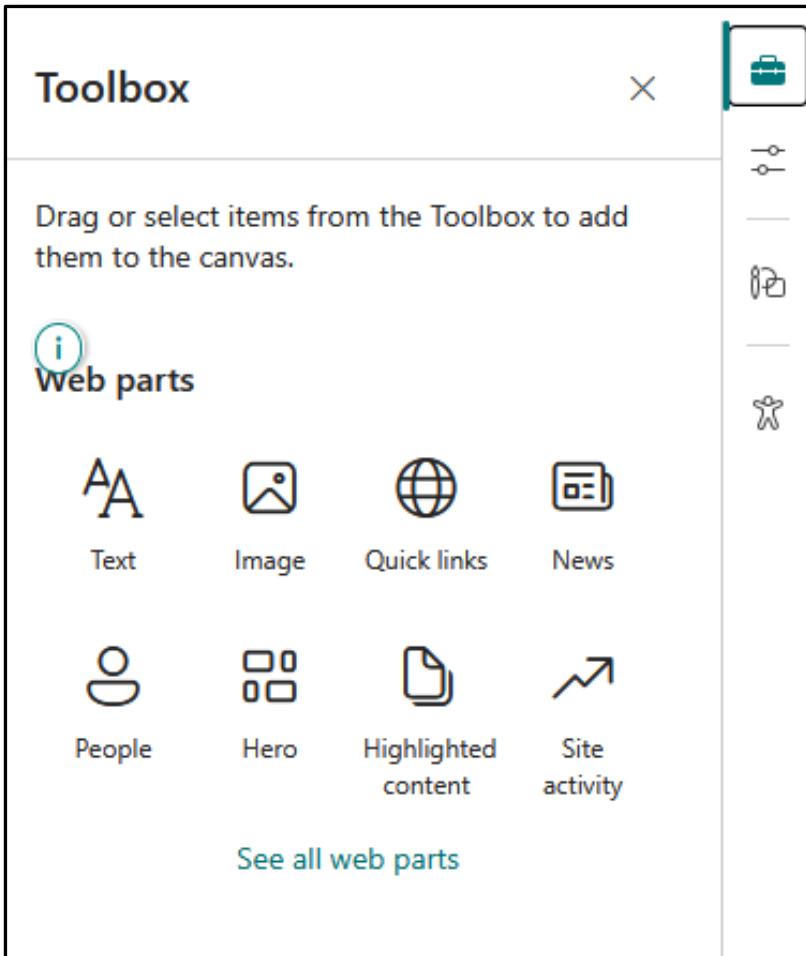


[Learn more](#) about sections.



Web Parts

Web Part Types:



The screenshot shows the SharePoint 'Toolbox' interface. The title bar says 'Toolbox'. Below it, a message says 'Drag or select items from the Toolbox to add them to the canvas.' The main area is titled 'Web parts' and contains a grid of icons for different web part types: Text, Image, Quick links, News, People, Hero, Highlighted content, and Site activity. Each icon has a small description below it. At the bottom, there is a link 'See all web parts'.

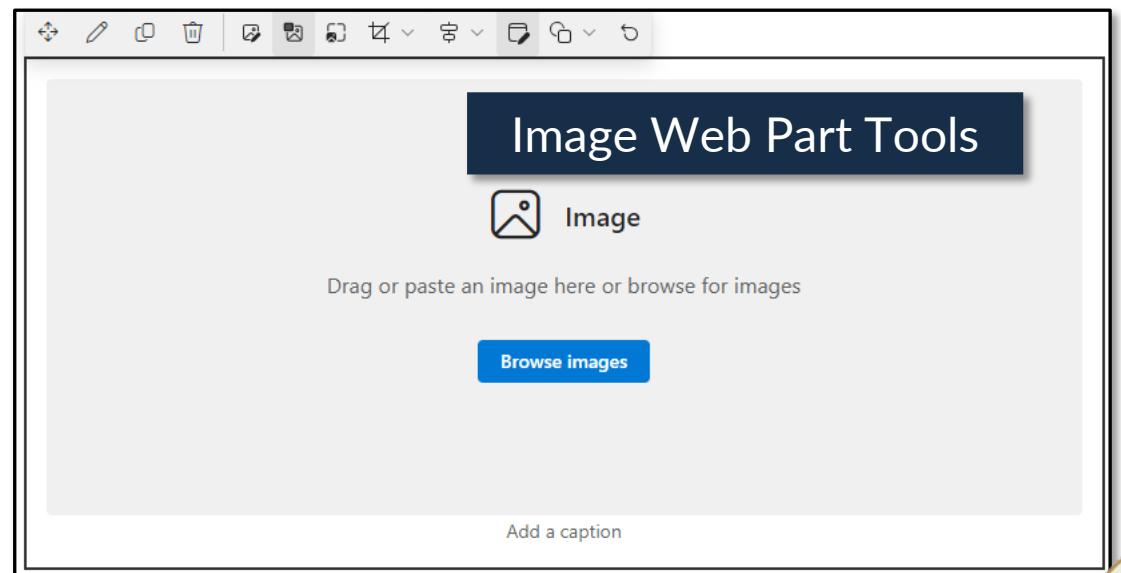


[Learn more](#) about web parts.

Web Part Editing Tools:



The screenshot shows the 'Text Web Part Tools' interface. It features a toolbar with various text editing icons (bold, italic, underline, etc.) and a text input field with the placeholder 'Add your text here.' Below the input field is a dark blue button labeled 'Text Web Part Tools'.



The screenshot shows the 'Image Web Part Tools' interface. It features a toolbar with image editing icons and a large central area with a placeholder 'Drag or paste an image here or browse for images'. Below this area is a blue button labeled 'Browse images'. At the bottom, there is a link 'Add a caption'.

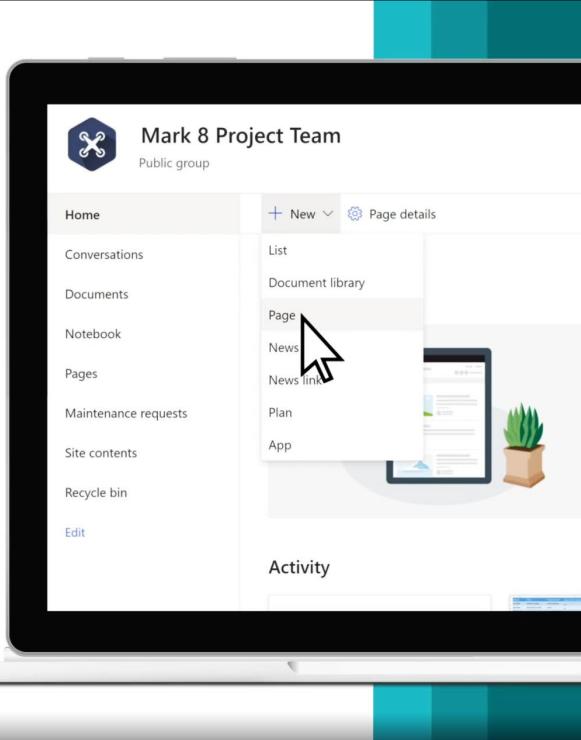


Create a Page

To create a page on SharePoint, start by navigating to your SharePoint site.

SharePoint

Create a page



1. Click the **New** button at the top of the site, then select **Page** from the dropdown menu.
2. Choose a page template or start with a blank page.
3. Add your desired web parts, such as text, images, or the Hero web part, to highlight important content.
4. Once you've finished customizing the page, click **Publish** to make it visible to your audience.

[Video](#)

You can always edit and update the page later as your needs change.



Edit a Page

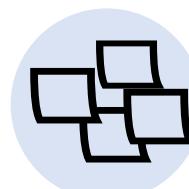


Select **Edit**  at the top right.



Only **one** person can actively edit a SharePoint online page at a time.

If someone else tries to edit the same page, they'll see a message like:
"This page is currently being edited by [name]."



After making your changes, select **Republish** to save and make your updates visible to others.



SharePoint **auto-saves** changes and maintains version history, so if someone does overwrite a page, you can restore a previous version.



Add a Section to a Page



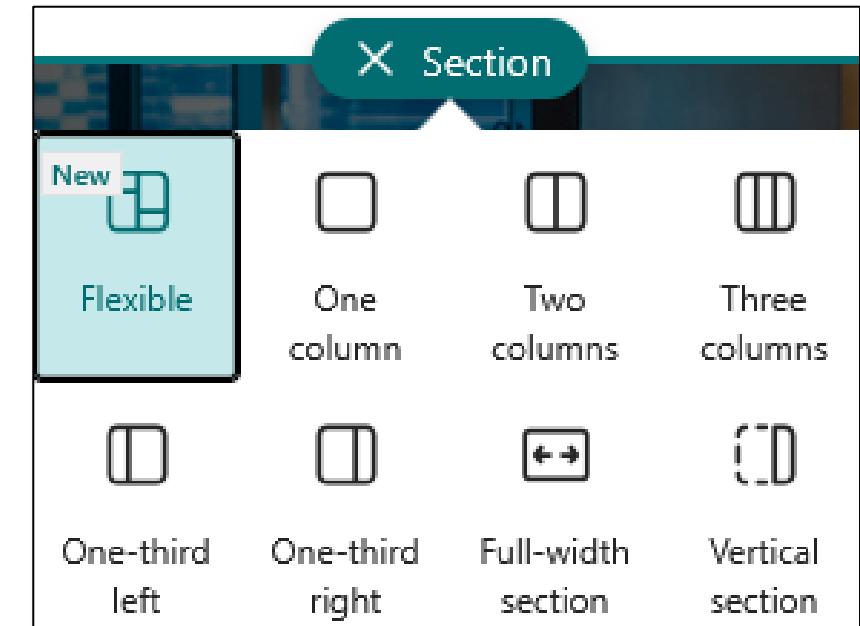
On the section borders, you'll see a line with a circled **+**, that says **Add a new section**. Hover over the button.



Select **+ Section**.



Select the number of **columns** you want the Section to have.



Edit an Existing Section on a Page

To edit an existing section on a SharePoint page, begin by navigating to the page you want to update.



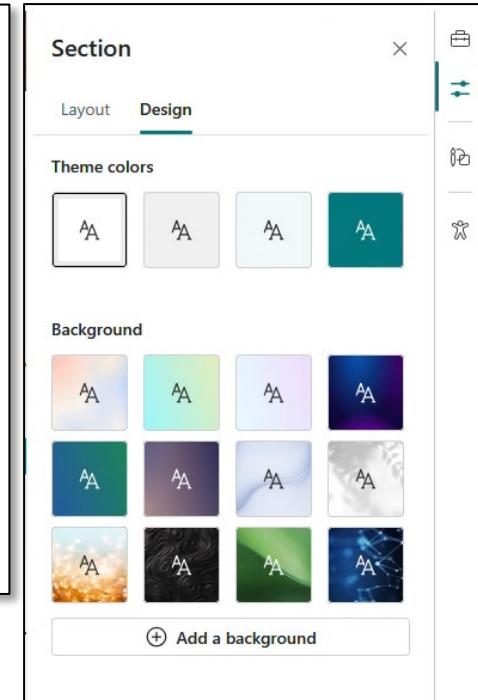
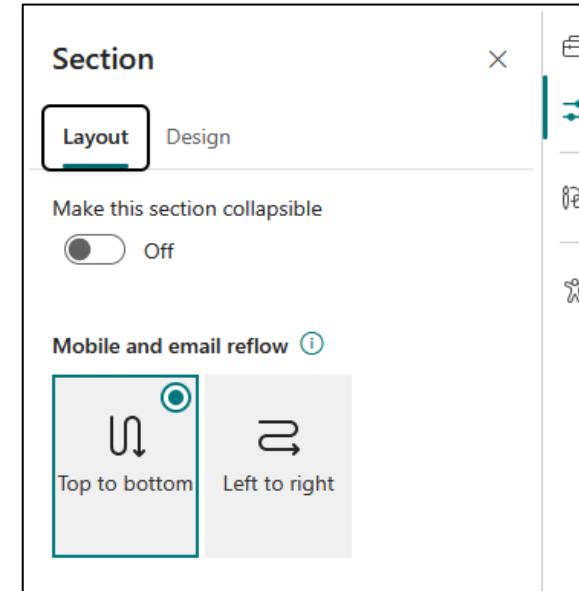
In **Edit** mode, select the **Section** you want to edit.



Select **Edit properties** in the toolbar at the top left or select the **Properties** icon on the right side of the page.



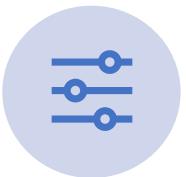
Edit the number and type of columns, realign the content within the section, or add a section background.



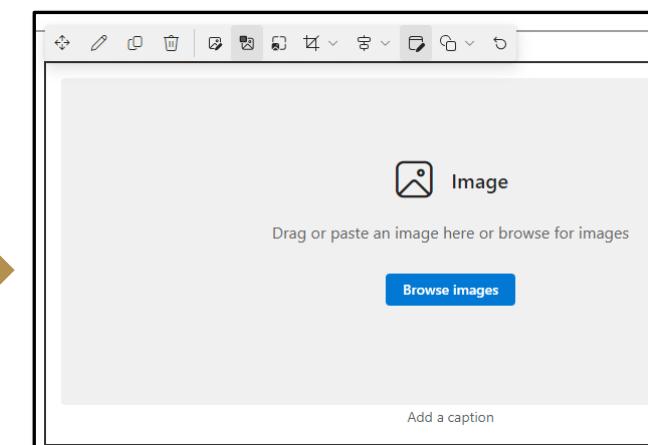
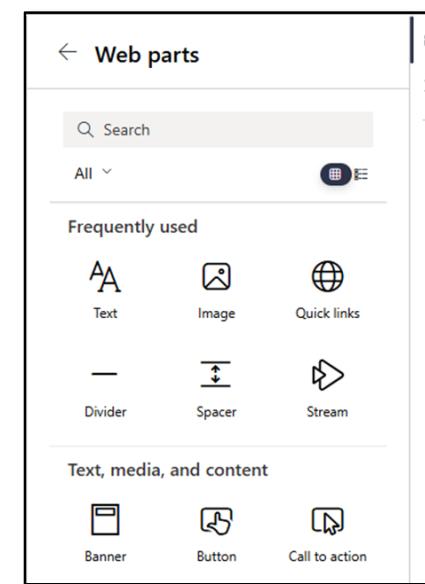
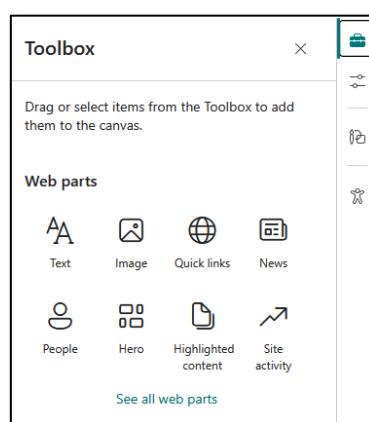
Add Web Parts



In **Edit** mode, click **Add a new web part (plus sign)** and select **Web parts** to insert Images, Quick links and more.



Select **See all web parts** for more options.



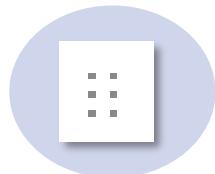
Each web part has its own interface for editing, given the nature of the content.



Move or Remove a Web Part



In Edit mode, select the **web part** you want to move or remove. You will see a small toolbar on the left side of the web part.



To move the web part, select the **Move web part button** and drag the web part where you want it on your page.



To remove the web part, select the **Delete web part** button. You can also select **DEL** on the keyboard to delete.



Discard Changes and Undo



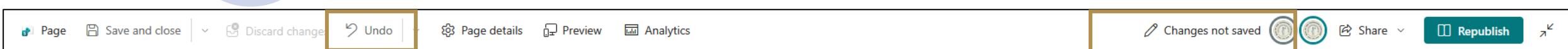
Edits made to pages are saved automatically, almost immediately.



You can **Undo (Ctrl + Z)** and **Redo (Ctrl + Y)**, just like in other Microsoft tools.

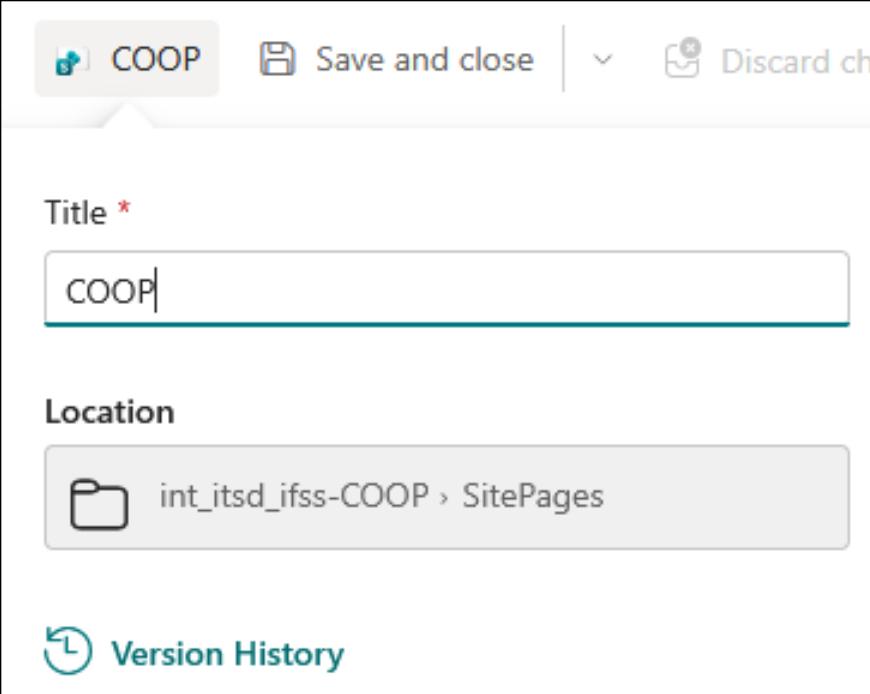


Use the **Discard changes** button to revert to the previous version of the page.



View Page Version History

1. Navigate to the **Site Pages** library where the page is stored.
2. Select **Page details** and then select **Version history**.



COOP

Save and close Discard changes

Title *

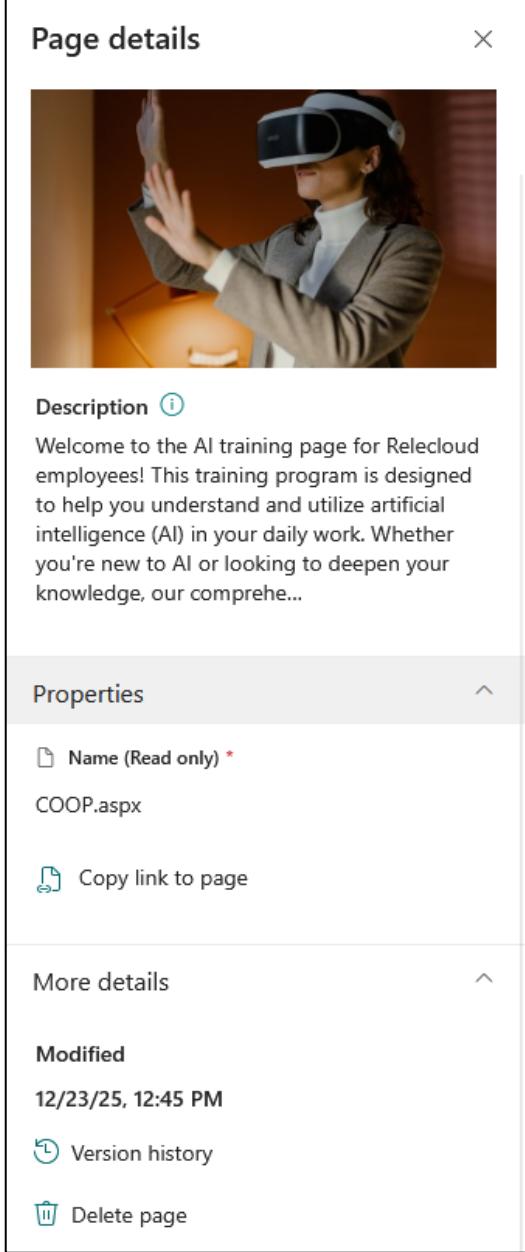
COOP

Location

int_itsd_ifss-COOP > SitePages

Version History

Video



Page details



Description (i)

Welcome to the AI training page for Relecloud employees! This training program is designed to help you understand and utilize artificial intelligence (AI) in your daily work. Whether you're new to AI or looking to deepen your knowledge, our comprehensive...

Properties

Name (Read only) *

COOP.aspx

Copy link to page

More details

Modified

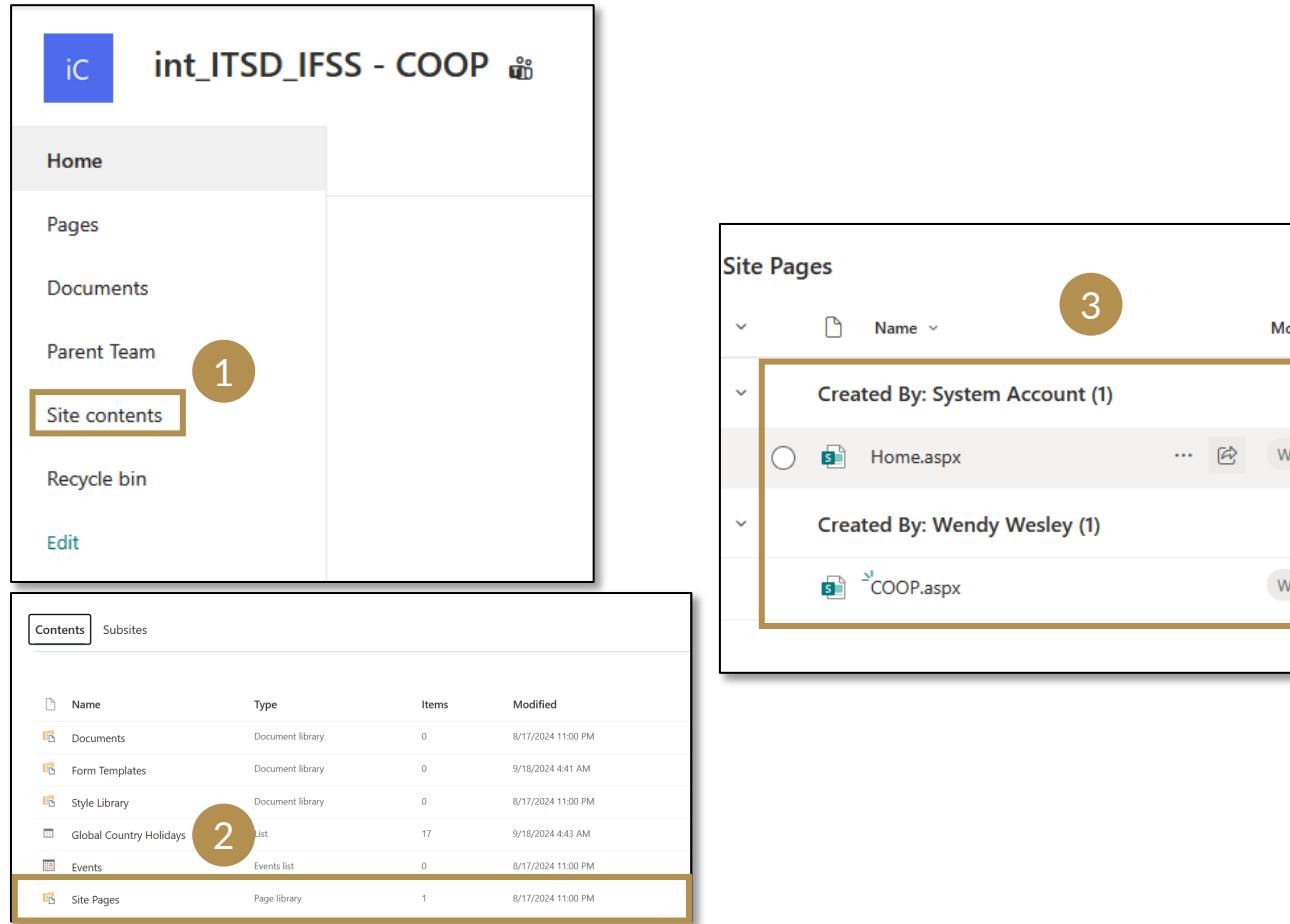
12/23/25, 12:45 PM

Version history

Delete page



View Pages Library



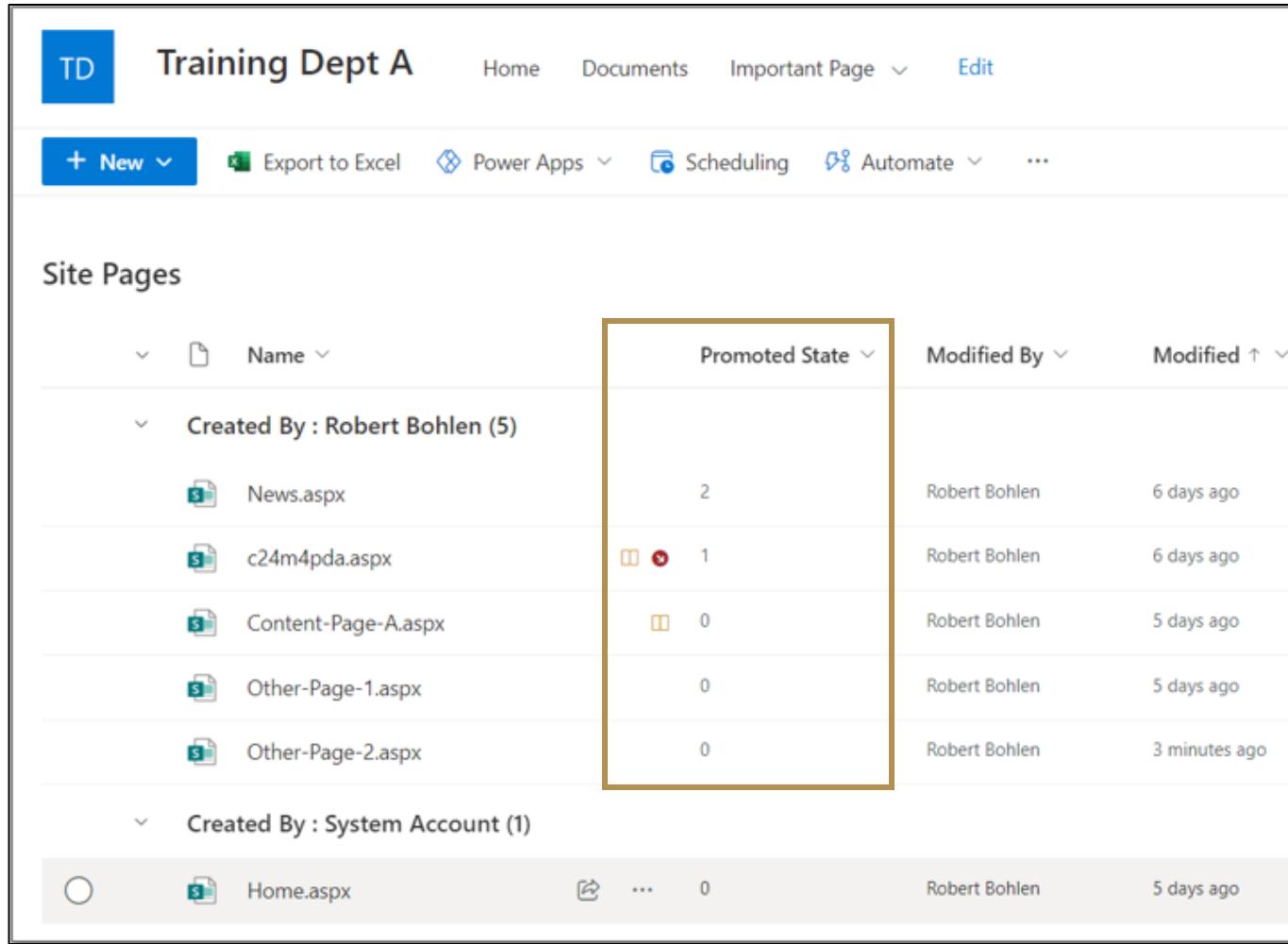
1. Go to the site where your page is located. Select **Settings** button on the upper right, then select **Site Contents**.
2. On the **Site Contents** page, select **Site Pages**.
3. Look for the name of your page in the **Name** column.

Note: It may be in a folder.

The screenshots provided reflect a test environment. Your experience may vary.



Understanding Pages vs News Posts



The screenshot shows the 'Site Pages' list in SharePoint. The columns are 'Name', 'Promoted State', 'Modified By', and 'Modified'. The 'Promoted State' column uses a color-coded system: 0 is grey, 1 is light blue, and 2 is orange. The table data is as follows:

Name	Promoted State	Modified By	Modified
News.aspx	2	Robert Bohlen	6 days ago
c24m4pda.aspx	1	Robert Bohlen	6 days ago
Content-Page-A.aspx	0	Robert Bohlen	5 days ago
Other-Page-1.aspx	0	Robert Bohlen	5 days ago
Other-Page-2.aspx	0	Robert Bohlen	3 minutes ago
Home.aspx	0	Robert Bohlen	5 days ago

The screenshots provided reflect a test environment. Your experience may vary.

Both pages and news posts are saved in **Site contents > Site Pages**.

Promoted States:

- 0 = page
- 1 = unpublished news post
- 2 = published news post

*We strongly recommend adding **Promoted State** as a column to your **Site Pages** folder.*

[Learn more](#)



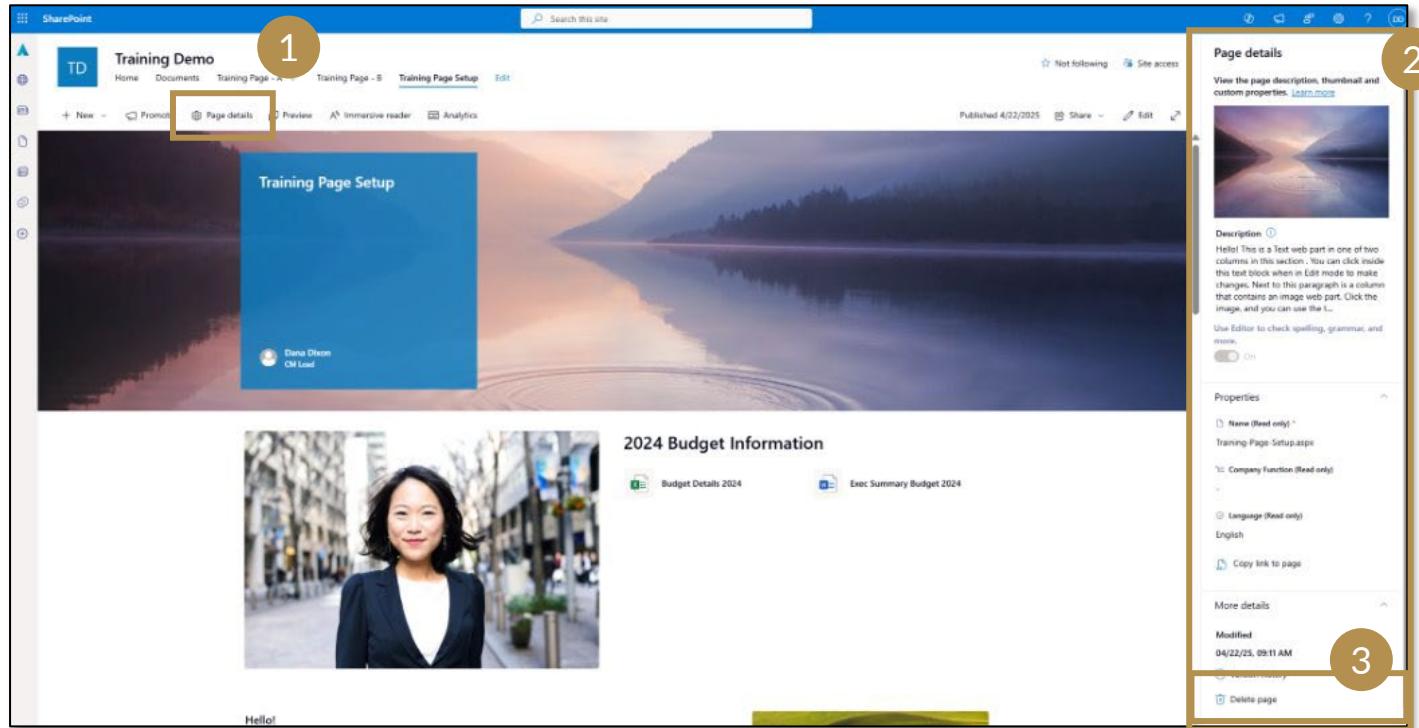
Lesson 5

Page Details, File Access, and Document Libraries

- View and Maintain Page Details
- Understanding File Access
- Create and Delete Document Libraries



View and Maintain Page Details



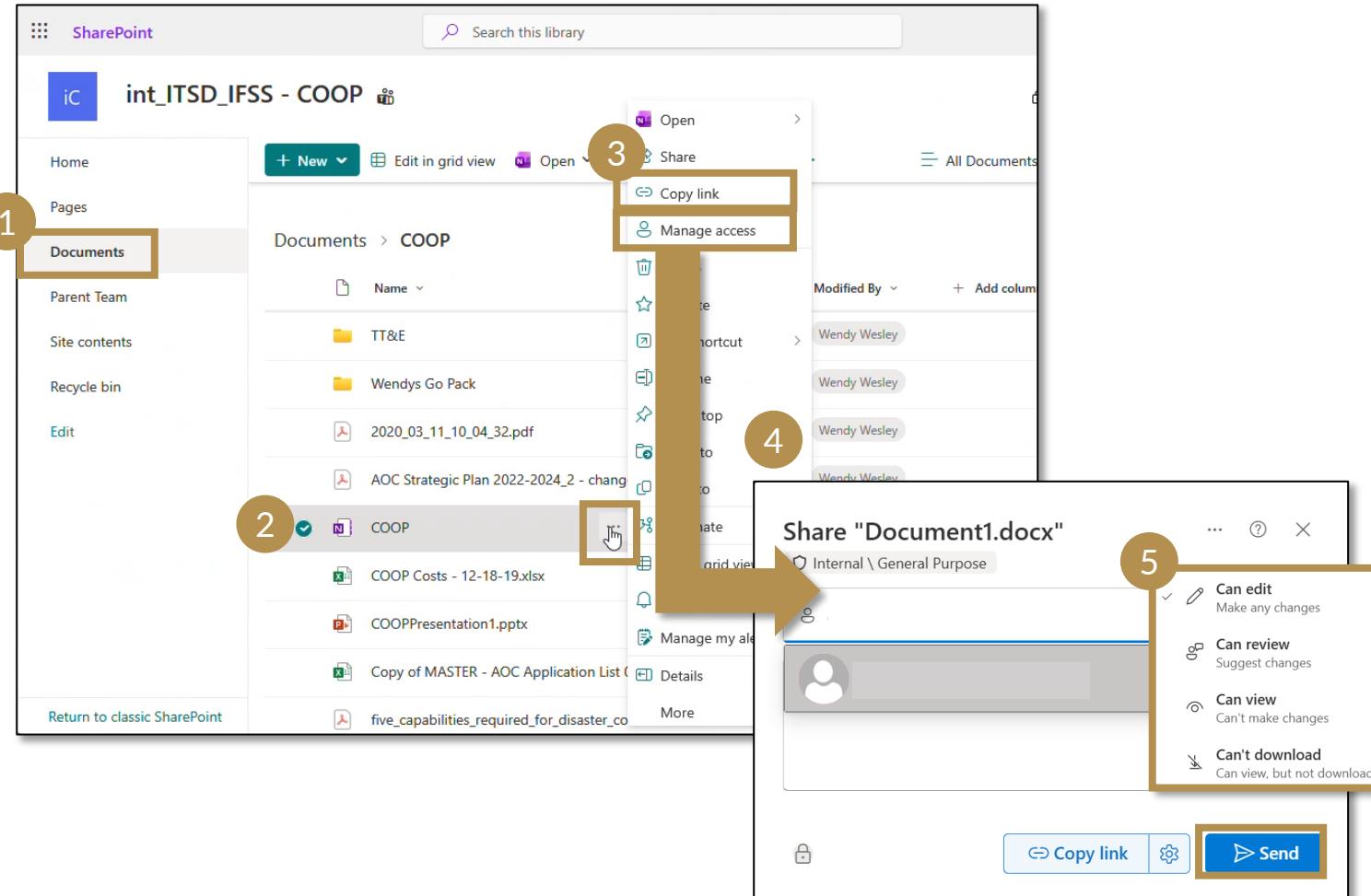
1. Select **Page details** at the top left of the Page.
2. The **Page details** appear in a pane on the right of the screen.
3. Select **Delete page** at the bottom of the pane to delete the page.

The screenshots provided reflect a test environment. Your experience may vary.

Note that deleting a page removes it for everyone.



Understanding File Access

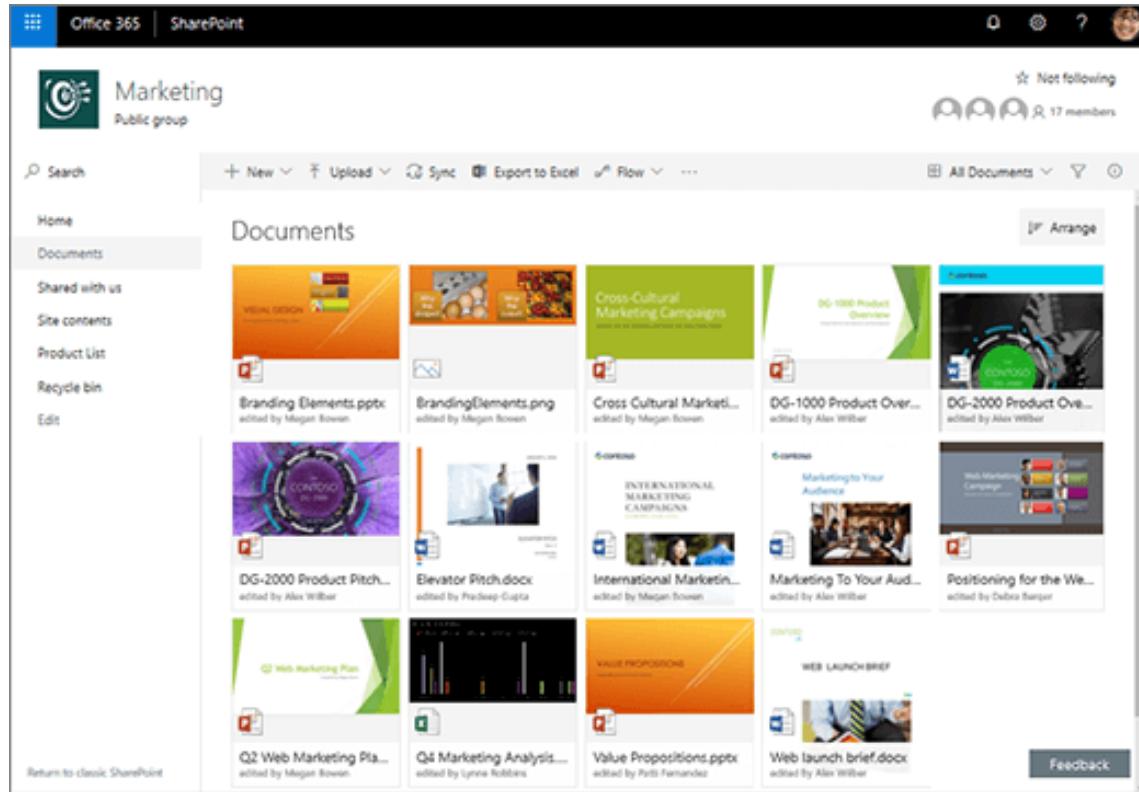


The screenshots provided reflect a test environment. Your experience may vary.

1. From the Tool Bar list, choose **Documents**.
2. Hover over a file and select the **ellipses** to view more options.
3. Use **Copy link** to send a **pointer** to another user.
4. Use **Manage access** if a user needs edit access.
5. Add the name of the user and adjust the **Can edit** settings as needed, then click **Send**.



Document Libraries



The screenshots provided reflect a test environment. Your experience may vary.

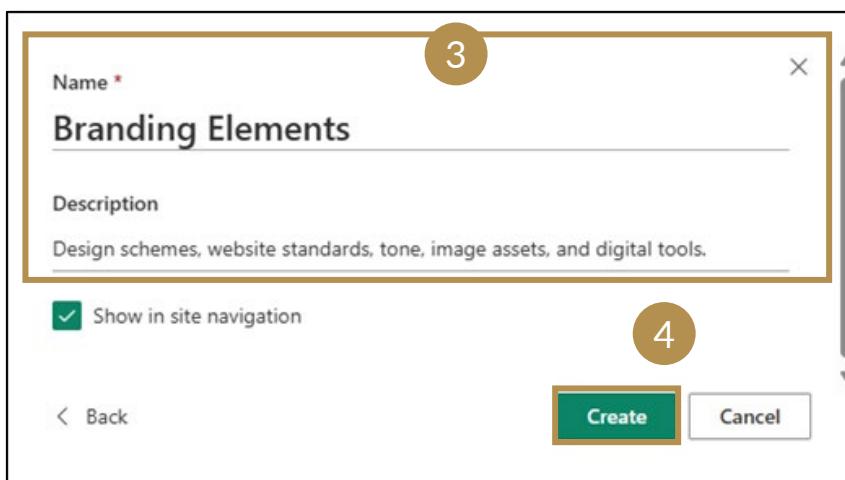
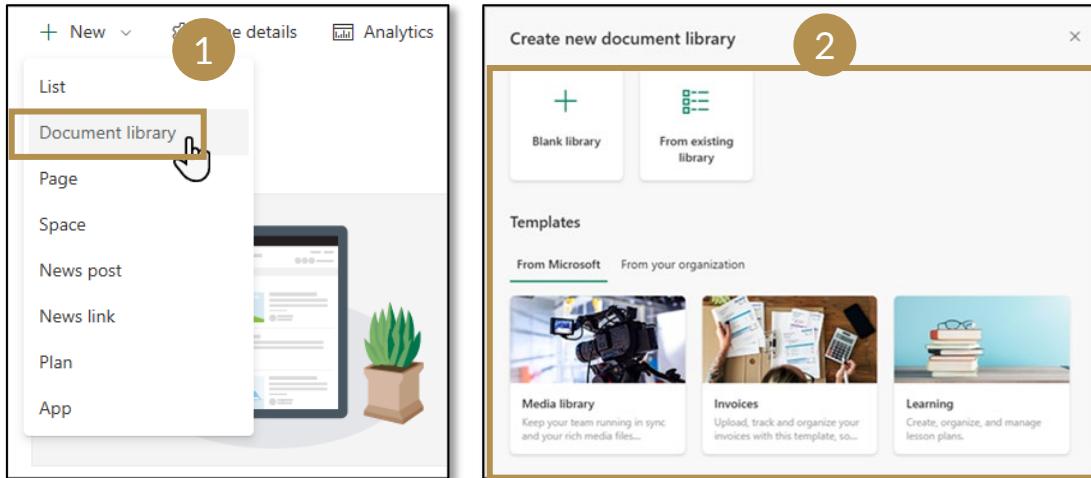
Document Libraries are a **repository for files** that **enables easy access, collaborative editing and file sharing, and searching and filtering**. Document libraries allow you to:

- Add, edit and delete files
- Co-author documents
- Control access
- Track file activity
- Create custom views
- Share files and folders
- Link to items outside of the library

[Learn more](#)



Create a Document Library



1. Navigate to the site you wish to create a document library within. **Click **New > Document Library**.**

2. Select the **library type**.

3. Enter **Name** and **Description**.

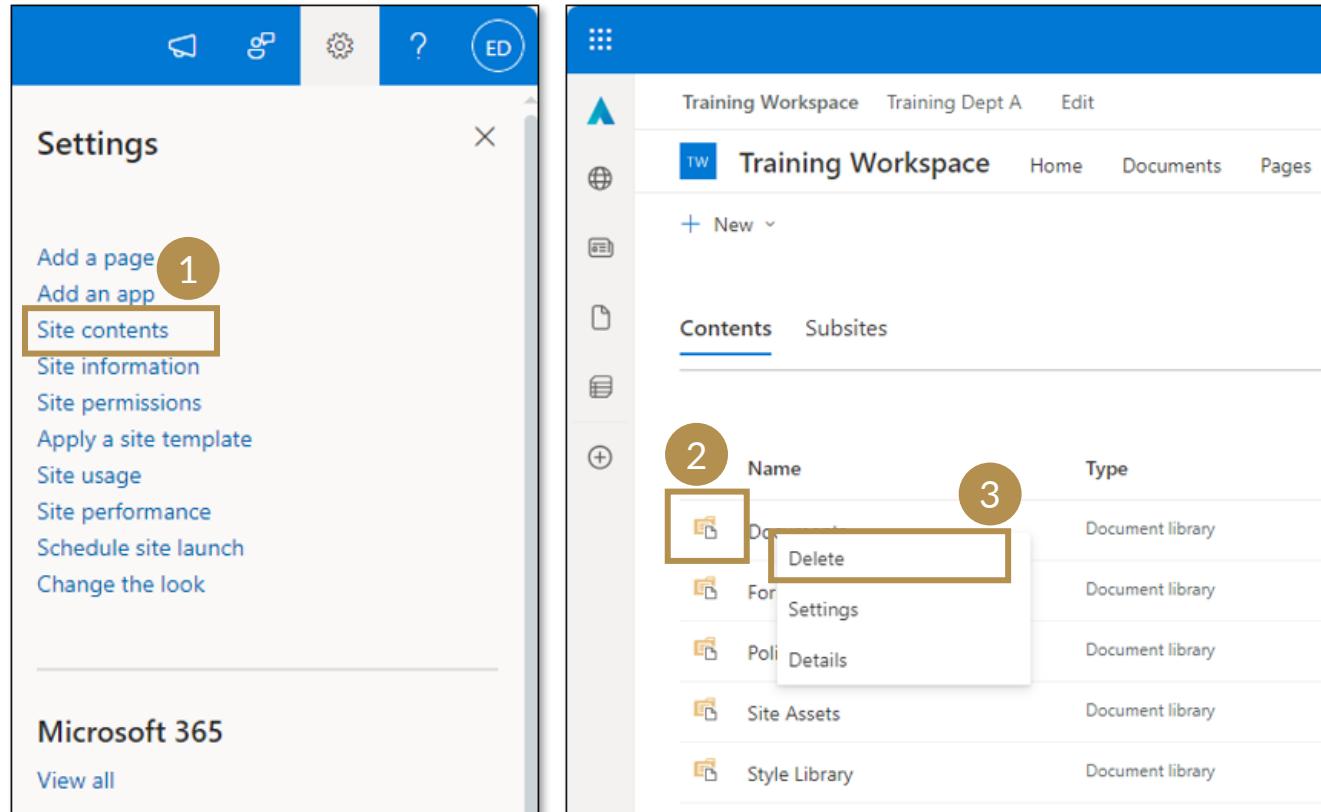
4. Click **Create**.

Deselect **Show in site navigation**, to keep the library for site owners, and not for viewing by site visitors.

The screenshots provided reflect a test environment. Your experience may vary.



Delete a Document Library



1. Click the **Settings icon**, then select **Site Contents**.
2. Navigate to the library to be deleted. Right-click on the **library icon** beside the library.
3. Select **Delete**.

The screenshots provided reflect a test environment. Your experience may vary.



Lesson 6

Appendix

- SharePoint Key Terms
- Site Settings
- Formatting Tips



SharePoint Key Terms

Option	Description
Content Owner	<ul style="list-style-type: none">User with edit permissions to a site. Responsible for managing and maintaining content within a site. Content creation, editing and organizing content, consistent updates with relevant content.
Discard changes	<ul style="list-style-type: none">This option reverts the page back to its previously saved version, cancelling any changes made since the last publish or draft save.
Document Library	<ul style="list-style-type: none">Used to store and manage content. A document library is designed to store items like Word documents, Excel files, PDFs, and other items you may consider a document. Document libraries offer features like version control and metadata.
Edit (Menu)	<ul style="list-style-type: none">Allows modification of navigation on a site. Found in Site settings, or the Edit button in the navigation area.
Edit (Page)	<ul style="list-style-type: none">Allows modification of content of a specific page within a site. Found in Site Actions, or the Edit button on the page menu.
List	<ul style="list-style-type: none">A list is a collection of data to be used in managing information collaboratively. Lists keep data in a structured format and have multiple view options. Examples of lists would be: task list, calendar list, contacts list, or maybe even an issue tracking list.
Metadata	<ul style="list-style-type: none">Metadata is quite simply data about other data. Descriptive information like author, date created, or key words associated with a file. This additional information helps in categorization of the data you maintain and adds context and structure. All allowing for better filtering and sorting of content.



SharePoint Key Terms

Option	Description
Page	<ul style="list-style-type: none">A page is a single webpage within a Site. Pages are used to display content such as text, images, videos, and various other web parts. Pages inherit permissions from the site they belong to, but specific permissions can be set for individual pages.
Publish	<ul style="list-style-type: none">This option makes the page live to all site visitors. Use this option when the page is ready to be shared with your audience.
Republish	<ul style="list-style-type: none">This option saves edits to a previously published page as the next live version. Changes made will be visible to site visitors.
Save as draft	<ul style="list-style-type: none">This option saves your changes without publishing them. Only users with edit permissions (other Site Owners) can see the draft.
Section	<ul style="list-style-type: none">A section is an individual area on a site or page where you can add or organize content using web parts. Sections can be setup in different ways including one column, multiple columns, full-width sections and vertical sections.
Site	<ul style="list-style-type: none">A site is a collection of pages and resources. Sites are used to organize and manage content for various teams or departments. Within a site you can have different resources such as pages, document libraries, and lists. Sites have their own set of permissions controlled by the site owner.
Site Owner	<ul style="list-style-type: none">Owns and has full control over a SharePoint site. Responsible for configuration of the site, can grant permissions to the site, ensures governance policies are adhered to, and oversees content of the site.
Site Visitor	<ul style="list-style-type: none">Site visitors have read-access permissions to all global-facing sites and libraries. These users have no permission to edit a site in any way.



Site Settings

Option	Description
Add a page	<ul style="list-style-type: none">• Add a page to the current site.
Add an app	<ul style="list-style-type: none">• This feature is not enabled for Site and Content Owners.
Site contents	<ul style="list-style-type: none">• Access the site contents including libraries, lists and pages.
Site information	<ul style="list-style-type: none">• Change information such as title, description, etc.
Site permissions	<ul style="list-style-type: none">• Manage site permissions.
Apply a site template	<ul style="list-style-type: none">• Site Owners only, in collaboration with SharePoint Admins.
Site usage	<ul style="list-style-type: none">• View hub and site usage information.
Site performance	<ul style="list-style-type: none">• Provides access to the Page Diagnostics tool.
Schedule site launch	<ul style="list-style-type: none">• Site Owners only, in collaboration with SharePoint Admins.
Change the look	<ul style="list-style-type: none">• Change the theme, header, navigation and footer.

Currently, TN Courts has not implemented custom SharePoint Page Templates.
Only Microsoft templates are available for use when creating new SharePoint pages.



Formatting Tips

Option	Description
Fonts/Sizes	<ul style="list-style-type: none">• Fonts, colors, and sizes are included in the templates.• Duplicate a text web part from the template being used to ensure proper font, colors, and sizes are used.• Heading 1 is used for top headings.• Heading 2 should be used for section.• Heading 3 should be used for sub-headings.• Don't change or alter fonts globally or within the template itself.
Image sizing and quality	<ul style="list-style-type: none">• Use aspect ratios of 16:9 or 4:3, depending on the layout to ensure proper scaling between devices or screen sizes.• When adding an image to a page title area or web part, it is best to set a focal point in the area of the image that you want to always display. This ensures that the chosen area is shown on any screen size and device.• Images spanning the width of a column should be at least as wide as the column in which they are placed to avoid distortion.• Do not change site logos unless notified of a change by the corporate communications team and governance committee.



Formatting Tips

Option	Description
Layout Best Practices	<ul style="list-style-type: none">• Web parts should not be rearranged from a given template to ensure consistency and reduce cognitive load on the end user.• When an additional web part is needed, use best practices for creating a seamless user experience.• Adhere to the templates as much as possible, but it is okay to remove a web part in your new page if it does not suit your needs.
Webparts using Free Text	<ul style="list-style-type: none">• Use headings to logically markup content sections.• Only use bold, italicizing, and underlining sparingly for impact.• Text color (only dark green) should be used sparingly.• Do not highlight text with a background color.• Avoid the use of center, right, or full width text justification.• Specific fonts cannot be selected, which is a limitation of Modern SharePoint.



Quick Recap

- SharePoint Access and Roles
- SharePoint Site Overview
- News Posts and News Web Parts
- Create and Maintain Pages
- Page Details, File Access, and Document Libraries
- SharePoint Key Terms
- Site Settings





QUESTIONS?



THANK YOU