MERCURY

Managing Content Types & Document Templates in SharePoint Online (SPO)

21 – 25 February 2027
Dubai (UAE)



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Ref: 16148_1008298 **Date:** 21 – 25 February 2027 **Location:** Dubai (UAE) **Fees:** 4900 Euro

Introduction:

SharePoint Online SPO offers a robust platform for organizing, managing, and standardizing content throughout an organization. This Managing Content Types and Document Templates in SharePoint Online SPO course helps professionals master Enterprise Content Management ECM through effective taxonomy structures, metadata control, and the creation of reusable document templates.

Participants will gain in-depth knowledge of managing content lifecycle, ensuring version control, and promoting document consistency across teams. With a focus on compliance, data governance, and user experience, this Managing Content Types and Document Templates in SharePoint Online SPO program empowers organizations to streamline their document management processes.

Learners will explore advanced SPO features, including content types, site columns, term store taxonomy, and template deployment. Real-world applications, demonstrations, and best practices in the Managing Content Types and Document Templates in SharePoint Online SPO course. Participants will drive content standardization and improve collaboration efficiency in modern workplaces.

Targeted Groups:

This Managing Content Types and Document Templates in SharePoint Online SPO training targets professionals seeking specialized knowledge and skills:

- Information managers are responsible for digital asset governance
- Document control specialists work on regulatory compliance.
- SharePoint administrators manage site and library configurations.
- Records managers aim to improve retention policies.
- Business analysts define content structures for departments.
- Knowledge managers standardize enterprise-wide documents.
- IT professionals are deploying ECM systems within Office 365.
- Training coordinators are documenting organizational processes.
- HR and legal professionals are responsible for maintaining template consistency.
- Digital transformation teams are optimizing collaboration tools to enhance productivity.

Targeted Competencies:

Participants will gain the following competencies during the Managing Content Types and Document Templates in SharePoint Online SPO program:

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- Mastery of SharePoint content type creation and deployment.
- Ability to organize document templates using metadata.
- Skills to configure taxonomy using SharePoint Term Store.
- Proficiency in managing lifecycle and retention policies.
- Competence in aligning templates with business processes.
- Skills to standardize content for teams and departments.
- Experience applying ECM principles to document libraries.
- Capability to customize templates for consistent formatting.
- Knowledge of content governance for collaboration platforms.

Course Objectives:

Participants will achieve the following objectives by completing the Managing Content Types and Document Templates in SharePoint Online SPO course:

- Understand the structure and role of content types in SharePoint Online.
- Analyze business content requirements to design content type hierarchies.
- Create and deploy reusable document templates with site and list content types.
- Use the term 'store' to build and manage an enterprise-wide taxonomy.
- Configure metadata fields to improve search, tagging, and content filtering.
- Apply retention labels and policies to manage the document lifecycle.
- Differentiate between global and local content type settings and uses.
- Build document templates that enforce standardization across departments.
- Integrate metadata-driven document creation into daily workflows.
- Monitor and update content types as organizational needs evolve.
- Design scalable structures for multi-site content consistency.
- Optimize search and navigation using metadata-driven views for enhanced user experience.
- Map user roles and access rights to appropriate content templates.
- Ensure document versioning and auditing are consistently applied.
- Evaluate ECM compliance with organizational and industry standards.

Course Content:

Unit 1: Understanding SharePoint Online ECM & Content Architecture:

- Define the core principles of Enterprise Content Management ECM.
- Explain the relationship between SPO, ECM, and Microsoft 365.
- Introduce the basics of metadata, taxonomy, and information architecture.
- Differentiate between site columns, content types, and templates.
- Outline the role of managed metadata in scalable content models.
- Discuss the value of standardization in document libraries.
- Identify real-world scenarios for applying content types.
- Understand SPO content architecture hierarchy site vs. library level.
- Explore built-in content types vs. custom content types.

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Unit 2: Creating and Managing Content Types in SharePoint Online:

- Learn how to create custom content types in the Content Type Gallery.
- Add site columns and configure metadata fields.
- Set default templates for each content type.
- Enable and manage content type inheritance.
- Attach content types to site libraries and lists.
- Customize forms and information panels for metadata input.
- Use PowerShell or site scripting for automating content types.
- Understand how to group and manage related content types.
- Apply best practices for naming conventions and documentation to ensure consistency and clarity.

Unit 3: Implementing Document Templates for Standardized Creation:

- Understand how templates enhance user productivity and accuracy.
- Build and upload templates directly into content type settings.
- Use Word, Excel, and PowerPoint templates in SPO libraries.
- Set default templates for different departments or processes.
- Enforce template usage with restricted editing controls.
- Integrate template libraries with Office desktop applications.
- Manage updates and versioning of document templates.
- Enable conditional formatting or fields within templates.
- Train end users on selecting and using the correct templates.

Unit 4: Taxonomy Management & Metadata Governance:

- Explain the importance of metadata in content retrieval and compliance
- Create term sets and terms in the SharePoint Term Store.
- Apply metadata navigation and filtering in the document libraries.
- Link term sets to content types for consistency and clarity.
- Configure metadata-driven views and content sorting.
- Enforce metadata tagging rules and content validation.
- Maintain the Term Store and delegate administration.
- Align taxonomy with business units and classification models.
- Explore multilingual term sets for global organizations.

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Unit 5: Managing the Content Lifecycle in SharePoint Online:

- Define stages of the document lifecycle creation to disposition.
- Apply retention labels and compliance policies in SharePoint Online SPO.
- Automate record declaration and disposal using Microsoft Purview.
- Track content activity through auditing and version history.
- Leverage Information Management Policies IMP for automation.
- Establish workflows for content approval and expiration to ensure timely and accurate management.
- Archive or transfer documents across libraries as needed.
- Integrate lifecycle policies with Microsoft Syntex or Purview.
- Monitor and refine lifecycle strategies for continuous improvement.

Final Insights & Key Takeaways:

Managing content types and document templates in SharePoint Online significantly enhances document consistency, retrieval, and compliance. Participants in this Managing Content Types and Document Templates in SharePoint Online SPO course will leave with actionable skills to implement scalable content structures that work across various contexts.

By mastering taxonomy, metadata, and ECM principles, organizations can streamline collaboration and effectively control their content. This Managing Content Types and Document Templates in SharePoint Online SPO training ensures your SharePoint Online environment supports enterprise-wide content governance with clarity and precision.