55215: SharePoint® Online Power User

Duration: 4 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course delivers the complete site owner story engagingly and practically. This will ensure that participants have the confidence to plan and create new sites or manage their existing sites in SharePoint Online. The goal is to teach participants how to make SharePoint Online relevant to their team using a site's functionality to help them share information and collaborate with their colleagues. During the class, participants will also learn best practices and 'what not to do' as they watch live, interactive demonstrations and put theory into practice with hands-on exercises in SharePoint Online.

Target Audience

This course is intended for:
- Both novice and experienced SharePoint users who wish to make full use of SharePoint Online.

Prerequisites

To attend this course, no previous experience is required.

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Understand the benefits of using SharePoint in real-world scenarios.
- Create new SharePoint sites to store business information.
- Create pages to share news and documents.
- Customise the structure of a site to meet specific business requirements.
- Create and manage views, columns and apps.
- Manage the security of a site.
- Use social tools to communicate with groups of people or the entire organization.
- Use search to find business information including people to documents.

Course Topics

Module 1: An Introduction to SharePoint Online

- Introducing Office 365® and SharePoint
- Getting Started with Office 365
- The Cloud Revolution
- Login to Office 365
- What is Office 365?
- Using the App Launcher
- What is SharePoint?
- Office 365 Settings
- Introducing Office 365 Groups
- Delve®
- Ownership and Access
- OneDrive®

Module 2: Creating Sites

- Planning Your Sites
- Create New Subsites
- The Office 365 Tenant
- Site Templates
- Web Addresses
- Apply a Theme
- Site Collections
- Building Your Navigation
- Create a New Site
- Delete Subsites
- Team Site Navigation
- User Interface – Classic vs. Modern
- Site Contents – Classic vs. Modern
- Where Does Classic Come From?

Module 3: Creating and Managing Web Pages

- The Types of Pages Found in SharePoint
- Classic SharePoint Pages
- Modern SharePoint Pages
- How to Use Classic Team Site Pages?
- Create News and Site Pages
- Review Features of Publishing Sites
- Web Parts
- Save, Publish, Share and Delete Pages
- Communication Sites

Module 4: Working with Apps

- An Introduction to Apps
- Co-Authoring
- Marketplace Apps
- Check-In/Out
- Adding Apps to a Site
- Edit and View File Properties
- Create and Manage Columns
- Quick Edit View
- Public and Personal Views
- File Commands
- Managing App Settings
- Copy Link and Share
- Content Approval
- Folders
- Major and Minor Versioning
- The Recycle Bin
- Document Sets
- Alerts
- Working with Files in a Library
- OneDrive Sync
- Create, Upload and Edit Files
- Working with Classic Lists

Course Topics *Continued*

Module 5: Building Processes with Flow and PowerApps®

- What are Business Processes?
- Design and Publish a Flow
- Classic Tools for Designing Processes
- Getting Started with PowerApps in SharePoint
- Design and Test a Classic Workflow
- Enhance Data Capture with PowerApps
- Getting Started with Flow in SharePoint
- Test a Flow and PowerApps Enriched List

Module 6: Customising Security

- Office 365 Group Access
- Share a File
- Updating Office 365 Group Security
- Remove a User
- Managing Access to SharePoint
- Customizing SharePoint Security
- New Sites – Private vs. Public
- Create Permission Levels and Groups
- Setup Access Requests
- Security Inheritance
- Share a Site
- Security Best Practices

Module 7: Working with Search

- Delve
- Search Tips
- An Introduction to SharePoint Search
- Accessing Classic Search
- Search in Folders, Libraries and Sites
- Promoted Results
- Search Results

Module 8: Enterprise Content Management

- Managed Metadata Service
- Information Management Policies
- An Introduction to Content Types
- The Records Centre
- Create and Manage Content-Type
- In-Place Records Management
- Deploy Content Types
- The Content Organizer
- Using Content Types in Apps
- Durable Links
- The Content-Type Hub

LABS INCLUDED