55215: SharePoint Online Power User (4 Days)

Overview

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites in SharePoint Online. Your goal is to learn how to make SharePoint online relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class, you will also learn best practices and what not to do as you read our step-by-step guides and put theory into practice with hands on exercises in SharePoint Online.

Skills Gained

- Understand the benefits of using SharePoint in real world scenarios
- Create new SharePoint sites to store business information
- Create pages to share news and content
- Customize the structure of a site to meet specific business requirements
- Create and manage views, columns and apps
- Manage the security of a site
- Use the power platform to customize forms and automate processes
- Use search to find business information from people to documents

Who Can Benefit

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

Prerequisites

- No previous experience is required

Course Outline

Module 1: An Introduction to SharePoint Online
- Introducing Office 365 and SharePoint
- The cloud revolution
- What is Office 365?
- What is SharePoint?
- Introducing Microsoft 365 Groups
- Ownership and access
- Getting started with Office 365
- Login to Office 365
- The app launcher
- Office 365 settings
- Delve
- OneDrive

Lab 1: An introduction to SharePoint Online
- Log in to Office 365
- Uploading to OneDrive
- Customising your app launcher
- Updating your Delve profile

Module 2: Creating Sites
- Planning your sites
- Your Office 365 tenant
- Web addresses
- Site collections
- Create a new site
- Navigating your team site
- User interface: modern vs. classic
- Site contents: modern vs. classic
- Where does classic come from?
- Create new subsites
- Site templates
- Apply a theme
- Building your navigation
- Delete subsites
- SharePoint Hub Sites

Lab 1: Creating Sites
- Create two subsites
- Delete a subsite

- Restore a subsite
- Update the navigation

Module 3: Creating and Managing Web Pages
- The types of pages found in SharePoint
- Modern SharePoint pages
- Create news and site pages
- Web parts
- Save, publish, share and delete pages
- Communication sites
- Classic SharePoint pages
- How to use classic team site pages
- Review features that are unique to classic publishing sites

Lab 1: Create and manage pages
- Populate Microsoft Stream
- Create a news article
- Create a page about your team
- Edit your home page and link to other pages
- Delete and restore a page
- Check your SharePoint app for news
- Add a communication site
- Add a survey to a page using Microsoft Forms

Module 4: Working with Apps
- An introduction to apps
- An introduction to libraries
- Classic and modern libraries
- Classic library apps
- An introduction to lists
- Classic list apps
- Marketplace apps
- Adding apps to a site
- More options for adding lists
- Create and manage columns
- Public and personal views
- Managing app settings
- Content approval
- Major and minor versioning
- Document sets
- Uploading files to a library
- Create and edit files
- File templates

- Co-author
- Check out and check in
- File properties, sort, filter and details
- Edit in grid view
- File commands
- Copy link and share
- File security
- Folders
- The recycle bin
- Alerts
- OneDrive Sync
- Working with classic lists

Lab 1: Working with Apps
- Creating a new library
- Setting up columns and views
- Uploading content
- Setting up alerts and using versioning
- Creating a list
- Deleting and restoring an app
- Office applications
- Sort and filter documents

Module 5: Building processes with Power Automate and Power Apps
- What are business processes?
- Classic tools for designing processes
- Design and test an out of the box workflow
- Getting started with Power Automate in SharePoint
- Design and publish a flow in Power Automate
- Getting started with Power Apps in SharePoint
- Enhance data capture with Power Apps
- Test a Power Automate and Power Apps enriched list

Lab 1: Building processes with Power Automate and Power Apps
- Creating a new approval flow
- Design a new Power App
- Initiating a business process from Power Apps to trigger a flow
- Test your new app on a mobile device

Module 6: Customizing Security
- Microsoft 365 group access
- Updating Microsoft 365 group security
- Managing access to SharePoint

- New sites: public vs. private
- Setup access requests
- Share a site
- Share a file
- Remove a user
- Customizing SharePoint security
- Create permission levels
- Creating new SharePoint security groups
- Inheritance
- Site collection SharePoint security groups
- Managing inheritance
- Best practices for managing security

Lab 1: Customizing Security
- Share Content in a library
- Create new permission levels
- Create a new security group
- Add and remove users and checking permissions
- Modifying inheritance of sites/apps

Module 7: Working with Search
- Delve
- An introduction to SharePoint search
- Locations you can search
- Folders
- Liraries and lists
- Current site
- Hubs
- All sites
- Search results
- Search tips
- Accessing classic search
- Promoted results

Lab 1: Working with search
- Conduct an app search
- Search as site and all sites
- Classic search
- Create a promoted link
- Test a promoted link

Module 8: Enterprise Content Management
- Managed metadata service

- Create, manage and deploy content types
- Configure information management policies
- What does information management do?
- Where can it be applied?
- Records management overview
- What is a record?
- Records center
- In place records management
- Using the content organizer and durable links features

Lab 1: Enterprise content management
- Create site columns
- Create a new content type
- Deploy a content type
- Set up and test in place records management