

Office 365 SharePoint Online: Power User

WorkshopPLUS

Focus Area: SharePoint Online

Duration: 3 days

Difficulty: 200

Overview

Learn how to leverage SharePoint Online to support collaboration for your organization's Business Units. The course establishes fundamentals of collaboration emphasizing best practices for securely storing business data and building business solutions and processes around that data. The course builds on those fundamentals to help users understand the value and use cases for advanced features, services and configurations that can benefit teams and projects. The course also covers management and administrative responsibilities for Site Owners.

Objectives

After completing this training, students will be able to

- Use and manage modern SharePoint team sites.
- Build permissions strategies to cover all business requirements for content access
- Design and configure lists and libraries to align with business data and team goals
- Use advanced features of lists and libraries to bring value to existing business processes
- Integrate Microsoft Teams into your collaboration sites
- Create rich and dynamic SharePoint pages using web parts to highlight business content
- Leverage the Power Platform (Power Apps and Power Automate) to streamline productivity

Key Takeaways

Course Material

- PowerPoint slides providing key concepts and detailed notes on all major course topics.
- Hands-On Lab guides providing step-by-step instructions on carrying out many of the actions as described in the presentation material
- Access to lab environments for exploration and validation for up to 180 days

Agenda

Day 1

- Module 1 – Sites and Site Administration
- Module 2 – Security and Permissions

Day 2

- Module 3 – Lists and Libraries
- Module 4 – Advanced Productivity

Day 3

- Module 5 – Building Custom Pages
- Module 6 – OneDrive for Business

Course Details

Module 1: Sites

- Site Concepts and Planning
- Modern Team Sites vs Groups
- Hub Sites

Module 2: Security

- Security Overview
- Configure Security for Sites
- Link Based Sharing

Module 3: Lists and Libraries

- List and Library Fundamentals
- Customizing Lists and Libraries – Columns and Views
- Managing Lists and Libraries – Settings
- Using Content Types for List and Library Data

Module 4: Transform Business Processes

- Search Fundamentals
- Teams Integration
- Power Apps for SharePoint
- Power Automate for SharePoint

Module 5: Web Parts

- Web Part Fundamentals
- Working With Web Parts and Add-Ins

Module 6: OneDrive for Business

- OneDrive for Business Library and Sync Tool

Recommended Qualifications

The training is targeted to end users and power users that want to understand the capabilities for SharePoint collaboration sites. This should include anyone that will have the Site Collection Administrator or Site Owner role, as well as some Site Members that are interested in advanced solutions in Lists and Libraries. There are no pre-requisites, although familiarity with SharePoint sites will be beneficial.

For more information

Contact your Microsoft Account Representative for further details.

Hardware Requirements

- Microsoft Account to connect to the lab platform
- 4 GB RAM
- Windows 7 SP1 or later
- Office 2013 Professional Plus (recommended to view course material offline)
- Internet access with at least 1 Mbps bandwidth per student.