

Course duration

- 4 days

Course Benefits

- 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
- 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 the power platform to customise forms and automate processes
- Use search to find business information from people to documents

Course Outline

1. An Introduction to SharePoint Online
 1. Introducing Office 365 and SharePoint
 2. The cloud revolution
 3. What is Office 365?
 4. What is SharePoint?
 5. Introducing Microsoft 365 Groups
 6. Ownership and access
 7. Getting started with Office 365
 8. Login to Office 365
 9. The app launcher
 10. Office 365 settings
 11. Delve
 12. OneDrive
 13. Lab: An introduction to SharePoint Online
2. Creating Sites
 1. Planning your sites
 2. Your Office 365 tenant
 3. Web addresses
 4. Site collections
 5. Create a new site
 6. Navigating your team site
 7. User interface: modern vs. classic
 8. Site contents: modern vs. classic
 9. Where does classic come from?
 10. Create new subsites

11. Site templates
12. Apply a theme
13. Building your navigation
14. Delete subsites
15. SharePoint Hub Sites
16. Lab: Creating Sites
3. Creating and Managing Web Pages
 1. The types of pages found in SharePoint
 2. Modern SharePoint pages
 3. Create news and site pages
 4. Web parts
 5. Save, publish, share and delete pages
 6. Communication sites
 7. Classic SharePoint pages
 8. How to use classic team site pages
 9. Review features that are unique to classic publishing sites
 10. Lab: Create and manage pages
4. Working with Apps
 1. An introduction to apps
 2. An introduction to libraries
 3. Classic and modern libraries
 4. Classic library apps
 5. An introduction to lists
 6. Classic list apps
 7. Marketplace apps
 8. Adding apps to a site
 9. More options for adding lists
 10. Create and manage columns
 11. Public and personal views
 12. Managing app settings
 13. Content approval
 14. Major and minor versioning
 15. Document sets
 16. Uploading files to a library
 17. Create and edit files
 18. File templates
 19. Co-author
 20. Check out and check in
 21. File properties, sort, filter and details
 22. Edit in grid view
 23. File commands
 24. Copy link and share
 25. File security
 26. Folders
 27. The recycle bin
 28. Alerts
 29. OneDrive Sync

- 30. Working with classic lists
- 31. Lab: Working with Apps
- 5. Building processes with Power Automate and Power Apps
 - 1. What are business processes?
 - 2. Classic tools for designing processes
 - 3. Design and test an out of the box workflow
 - 4. Getting started with Power Automate in SharePoint
 - 5. Design and publish a flow in Power Automate
 - 6. Getting started with Power Apps in SharePoint
 - 7. Enhance data capture with Power Apps
 - 8. Test a Power Automate and Power Apps enriched list
 - 9. Lab: Building processes with Power Automate and Power Apps
- 6. Customising Security
 - 1. Microsoft 365 group access
 - 2. Updating Microsoft 365 group security
 - 3. Managing access to SharePoint
 - 4. New sites: public vs. private
 - 5. Setup access requests
 - 6. Share a site
 - 7. Share a file
 - 8. Remove a user
 - 9. Customizing SharePoint security
 - 10. Create permission levels
 - 11. Creating new SharePoint security groups
 - 12. Inheritance
 - 13. Site collection SharePoint security groups
 - 14. Managing inheritance
 - 15. Best practices for managing security
 - 16. Lab: Customizing Security
- 7. Working with Search
 - 1. Managed metadata service
 - 2. Create, manage and deploy content types
 - 3. Configure information management policies
 - 4. What does information management do?
 - 5. Where can it be applied?
 - 6. Records management overview
 - 7. What is a record?
 - 8. Records center
 - 9. In place records management
 - 10. Using the content organizer and durable links features
 - 11. Lab: Enterprise content management
- 8. Enterprise Content Management
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 - 2. Create, manage and deploy content types
 - 3. Configure information management policies
 - 4. What does information management do?
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6. Records management overview
7. What is a record?
8. Records center
9. In place records management
10. Using the content organizer and durable links features
11. Lab 1: Enterprise content management

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.