

SHAREPOINT ONLINE FOR POWER USERS WITH OFFICE 365

Duration – 4 days

OVERVIEW

This workshop style course is designed to help businesses build and manage business functions in Office 365 using SharePoint Online (SPO) sites. Content provides hands-on labs that provide an engaging and practical way to ensure site owners have the confidence to plan, create and manage sites. The purpose of the course is help business leverage the SPO functionality share information and collaborate with colleagues. Learning objectives include best practices, hazards, interactive live demonstrations and hands on labs for students. Students will have the skills to build no-code solutions by the end of the course.

Audience and Prerequisites: This course is designed for anyone who has little to no experience with SharePoint and Office 365. Prerequisites are not required. Students should be familiar with using internet browsers and Microsoft Office Applications. Students will need a Windows 10 computer with their own choice of web browser including Chrome, Firefox and Edge.

Course includes: Instructor led discussion, Hands-on 365 labs, Hardcopy book & eBook.

Courses You Might Also Like: [Building Business Solution in Office 365](#), [Power BI](#) and [Microsoft PowerApps and Flow](#). Click [here](#) to inquire about bundling courses for great savings.



MODULE LIST

- MODULE 1 INTRODUCTION TO SHAREPOINT ONLINE
- MODULE 2 CREATING SITES
- MODULE 3 CREATING AND MANAGING WEB PAGES
- MODULE 4 WORKING WITH APPS
- MODULE 5 BUILDING PROCESSES WITH FLOW AND POWERAPPS
- MODULE 6 CUSTOMIZING SECURITY
- MODULE 7 WORKING WITH SEARCH
- MODULE 8 ENTERPRISE CONTENT MANAGEMENT

MODULE 1: INTRODUCTION TO SHAREPOINT

Get started with SharePoint online by learning about the extensive selection of features. Instructors will demonstrate popular uses of SharePoint Online sites to enable students to develop, manage content, share content, create engaging web page, automate business processes and make good business decisions with Business intelligence.

Students will understand potential business solutions available with SharePoint Online. Instructors will also discuss typical users in our sites and the role of the site collection administrator and owners.

TOPICS COVERED

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

This module will prepare students to build or improve SharePoint Online Sites. Students will develop or improve site owner skills by learning how to use a variety of popular site templates to develop an enhanced understanding of each sites function and appropriate use. Students will build a site in the labs and change the look and feel of SPO site. Students can even apply business brands to the test site. Finally, build a custom navigation bar to create a a simple but powerful way to help users move between sites.

TOPICS COVERED

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

SharePoint boasts a rich selection of ways to build web pages. Students will learn how to update a SharePoint online home page of your SharePoint site with text, links, images, videos and web parts. Instructors demonstrate best practices when creating multiple pages and linking them together. Learn how to use site templates to create and manage simple web pages present essential information and apps. Learn how to publish communication sites commonly used internal corporate news.



TOPICS COVERED

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: CREATING AND DESIGNING PAGES

SharePoint Online offers a variety of ways for business users to add content to pages in a SharePoint site. The module teaches students how to add content to a SharePoint site using web parts and wiki pages. Learn how to create web part pages as well as how to add content to them using the standard web parts built into SharePoint Online. Labs will give hands on experience creating wiki page libraries, wiki pages and manage wiki links using SharePoint's special wiki page syntax.

TOPICS COVERED

OVERVIEW OF PAGES IN SHAREPOINT ONLINE
WORKING WITH WIKI PAGES AND WEB PART PAGES
ADDING WEB PARTS TO PAGES
UNDERSTANDING WIKI PAGE LINKS

MODULE 5: WORKING WITH INFOPATH FORMS

InfoPath remains an effective tool in O365 because it provides the easiest and most effective way to create forms to capture user input. This module focuses on the integration that exist between SharePoint Online and Microsoft InfoPath 2013. During this module students learn how to access InfoPath 2013 forms designer. Hands on labs will give students experience InfoPath 2013 to customize a standard SharePoint list with its own custom input forms for adding and editing items. Finally, this module give you practical experience publishing an InfoPath form to a specialized type of document library in a forms library.



TOPICS COVERED

UNDERSTANDING FORMS IN SHAREPOINT ONLINE
WORKING WITH FORM TEMPLATES FOR SHAREPOINT LISTS
PUBLISHING FORMS
USING FORM VALIDATION AND RULES WITH INFOPATH FORMS
CONVERT EXISTING WORD AND EXCEL FILES TO INFOPATH FORMS

MODULE 6: SOCIAL FEATURES IN O365

O365 provides social networking features and personal sites so that users have a place for social collaboration. The module shows students how to value out of their personal site (also known as My Site) in a SharePoint Online environment. Learn how to work with the basic social features in O365 that includes working with your user profile, blogs, newsfeeds/Yammer, Skype for Business, Outlook Web Access, and OneDrive for Business.

TOPICS COVERED

UNDERSTANDING THE SOCIAL FEATURES IN O365
MANAGING YOUR O365 PROFILE
TEAM COLLABORATION USING UNIFIED GROUPS
SKYPE FOR BUSINESS
CREATING AND UPDATING BLOG SITES
WORK WITH SHAREPOINT NEWSFEEDS OR YAMMER
USE ONEDRIVE FOR BUSINESS WITH SHAREPOINT ONLINE

MODULE 7: OVERVIEW OF O365 SITE ADMINISTRATION

Develop the skills to effectively act as a site administrator in the SharePoint Online environment. Learn the logical architecture of SharePoint Online sites and the anatomy of a SharePoint site collection. The module teaches students how to work with the Site Settings page to configure various site collection properties and site properties. Gain an understanding of features and site templates available in SharePoint Online. Practice the publishing sites and learn differences between team sites and publishing sites.



TOPICS COVERED

ANATOMY OF AN O365 SHAREPOINT SITE COLLECTION
SITE TEMPLATES AVAILABLE IN SHAREPOINT ONLINE
CONFIGURING SITE PROPERTIES
STANDARD FEATURES AND ENTERPRISE FEATURES FOR SHAREPOINT ONLINE
UNDERSTANDING TEAM SITES

MODULE 8: DESIGNING LISTS AND DOCUMENT LIBRARIES

Learn the fundamental concepts involved with using site columns and content types in SharePoint Online. Students will conduct hands on labs to learn the advantages of creating custom site columns and custom content types when designing SharePoint lists and document libraries. This module also teaches students how SharePoint supports managed metadata through the creation of term sets and terms. Students will also learn how to integrate a managed term set with SharePoint list as well as how to assign a term from a term set to an item in a SharePoint list. Finally, students will learn and practice how to create list templates and site templates to automate the process of creating a special type of site, list or document library for business scenarios.

TOPICS COVERED

UNDERSTANDING SITE COLUMNS AND CONTENT TYPES
CREATING CUSTOM SITE COLUMNS
CREATING AND USING CUSTOM CONTENT TYPES
UNDERSTANDING MANAGED METADATA AND THE TERM STORE
CREATING LIST AND SITE TEMPLATES
WORKING WITH DOCUMENT SETS

MODULE 9: USER MANAGEMENT AND PERMISSIONS

Develop a complete understanding of user management and permission configuration which is essential for a site administrators to effectively securing content in SharePoint Online. Students learn about SharePoint Online authorization and security features used to configure secure access to sites, lists and document libraries. Learn how to create SharePoint security groups and how to manage site membership. Get hands on





experience configuring permissions in a hierarchy of securable objects which includes sites, lists, document libraries, items and documents. At the conclusion of this module, a student will understand how to manage users and configure the permissions required for secured access in a SharePoint Online site collection.

TOPICS COVERED

SITE SECURITY OVERVIEW

CONFIGURING SITE PERMISSIONS

LIST AND LIBRARY PERMISSIONS

SHAREPOINT GROUPS VERSUS ACTIVE DIRECTORY GROUPS

INHERITANCE AND UNIQUE PERMISSIONS

MODULE 10: WORKING WITH BRANDING IN SHAREPOINT ONLINE

Students receive an introduction to publishing sites and the Web Content Management (WCM) features available in SharePoint Online. Hands on labs all students to add content to a publishing site and to style its display using publishing pages, master pages and page layouts. Students will learn about the structured content approval process which makes working with sites with publishing features enabled so different than working with a regular Team site. Students will also learn about rolling up content using the Content Query Web Part and the new WCM features in SharePoint Online such as creating publishing pages and using Design Manager to change the look and feel of a publishing site.

TOPICS COVERED

OVERVIEW OF SHAREPOINT ONLINE PUBLISHING FEATURES

CREATING NEW PUBLISHING PAGES

UNDERSTANDING MASTER PAGES AND PAGE LAYOUTS

BRANDING A SITE COLLECTION USING DESIGN MANAGER

USING THE CONTENT QUERY WEB PART AND CONTENT SEARCH WEB PART



MODULE 11: SHAREPOINT ONLINE SEARCH

Learn how to leverage the power of search features in O365 to effectively discover and navigate content in a SharePoint Online environment. Students will get hands on experience building a Search Center site collection to execute search queries and to filter search results using the refinement panel. Students will learn advanced query syntax for executing search queries using managed properties. Finally, the module teaches students about what search setting should be configured at the site collection level to achieve the optimal search experience for the site's user.

TOPICS COVERED

WORKING WITH THE SEARCH CENTER SITE
EXECUTING SEARCH QUERIES USING KEYWORD QUERY LANGUAGE (KQL)
CONFIGURING SEARCH RESULTS
CONFIGURING THE REFINER PANEL
EXECUTING SEARCH QUERIES USING MANAGED PROPERTIES

MODULE 12: WORKFLOW IN SHAREPOINT ONLINE

SharePoint Online provides out-of-the-box (OTB) support for creating workflows to automate various business processes such as document approval. In this module, students will learn about fundamental concepts in SharePoint workflow such as the role of workflow templates, workflow associations and workflow instances. Students will also learn to start workflow instances on items and documents to begin a business process such as document approval. Students will also learn to monitor and manage the lifetime of workflow instances which often involves waiting on and completing workflow tasks.

TOPICS COVERED

UNDERSTANDING THE WORKFLOW SUPPORT IN SHAREPOINT ONLINE
USING WORKFLOW TEMPLATES WHICH ARE BUILT INTO SHAREPOINT ONLINE
CREATING WORKFLOW ASSOCIATIONS
STARTING WORKFLOWS ON ITEMS AND DOCUMENTS
RESPONDING TO WORKFLOW TASKS

