

Microsoft SharePoint

January 2025



Microsoft SharePoint for Power Users



Introduction

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 watch live, interactive demonstrations and put theory into practice with hands on exercises in SharePoint Online.

Audience

The intended audience for this course may vary between delegates that have had little to no exposure to SharePoint Online to users that have had some level of engagement with the product, but are looking to broaden their skill set.

At Course Completion

After completing this course, students will have covered the following:

- Introduction to SharePoint
- Creating Sites
- Creating and Managing Web Pages
- Working with Apps
- Working with Libraries
- Managing List and Libraries
- Building Processes with Flow and PowerApps
- Customizing Security
- Working with Search
- Enterprise Content Management
- Working with Lists

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Module	Topics
Module 1: Introduction to SharePoint	1.1- Introduction to SharePoint 1.2- Introducing Office 365 and SharePoint 1.3- Getting Started with Office 365 1.4- Introducing Office 365 1.5- What is SharePoint? 1.6- Ownership and Access
Module 2: Creating Sites	2.1- Creating Sites 2.2- Planning your Sites 2.3- Creating New Sites 2.4- Navigation 2.5- Applying a Theme 2.6- Building your Navigation 2.7- Deleting Sites 2.8- SharePoint Hub Sites
Module 3: Creating and Managing Web Pages	3.1- Discuss the types of pages found in SharePoint 3.2- Modern SharePoint Pages 3.3- Communication sites 3.4- Classic SharePoint Pages 3.5- Creating and Managing Web Pages 3.6- Modern Pages 3.7- Communication Sites 3.8- Classic Pages

Module 4: Working with Apps	<ul style="list-style-type: none"> 4.1- Working with Apps 4.2- An Introduction to Apps 4.3- Adding Libraries and Lists 4.4- Creating and Managing Columns 4.5- Managing Views and App Settings 4.6- Working with Apps 4.7- Working with Documents and Apps 4.8- Tracking Content and Office Integration
Module 5: Building Processes with Automate and PowerApps	<ul style="list-style-type: none"> 5.1- Building Processes with Flow and PowerApps 5.2- An Introduction to Workflows 5.3- Out of the Box Workflows 5.4- Getting Started with Automate 5.5- Getting Started with PowerApps 5.6- Test a Flow and PowerApps Enriched List
Module 6: Customizing Security	<ul style="list-style-type: none"> 6.1- Customizing Security 6.2- Office 365 Group access 6.3- Managing access to SharePoint 6.4- Managing access to files 6.5- Customizing SharePoint Security 6.6- Permission Inheritance
Module 7: Working with Search	<ul style="list-style-type: none"> 7.1- Working with Search 7.2- An Introduction to SharePoint Search 7.3- Working with Classic Search and Search Tips
Module 8: Enterprise Content Management	<ul style="list-style-type: none"> 8.1- Enterprise Content Management 8.2- Managed Metadata 8.3- Content Types 8.4- The Content Type Hub
Module 9: SharePoint Lists	<ul style="list-style-type: none"> 9.1- What is a list in Microsoft 365

	<ul style="list-style-type: none"> 9.2- Create a SharePoint List 9.3- Create a list based on a spreadsheet 9.4- Create a column in a list 9.6- Creating other types of columns 9.7- Edit list settings 9.8- Delete a list from SharePoint 9.9- Restore a list using the Recycle Bin
Module 10: SharePoint Libraries	<ul style="list-style-type: none"> 10.1- What is a document library? 10.2- Create a library in SharePoint in Microsoft 365 10.3- Create a column in a library 10.4- Creating other types of columns 10.5- Enable and configure versioning for a list or library 10.6- Drag files to your OneDrive or SharePoint site library 10.7- Delete a library in SharePoint 10.8- Restore items from the recycle bin in SharePoint
Module 11: List and Library Views	<ul style="list-style-type: none"> 11.1- Create, change, or delete a view of a list or library 11.2- Formatting list views 11.3- Prioritize content management tasks with attention views 11.4- What is the list and library filters pane? 11.5- Create a Filtered View based on a Column Index 11.6- Filtering Based on Current Date or User
Module 12: Managing SharePoint Sites	<ul style="list-style-type: none"> 12.1- Share an Office 365 group-connected team sites 12.2- Share SharePoint files or folders 12.3- Request sign-off flow 12.4- Set a reminder flow