New Horizons®

55215 SharePoint Online Power User

Summary

Length: 32 hours Level: Experienced

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. This course may earn a Credly Badge.

Learning Objectives

Upon successful completion of this course, students will:
- Understand the benefits of using SharePoint in real world scenarios
- Create new SharePoint sites to store business information
- Create pages to share news and documents
- Customize the structure of a site to meet specific business requirements
- Create and mange view, columns and apps
- Manage the security of a site
- Use social tools to communicate with groups of people or the entire organization
- Use search to find business information including people to documents

Course Outline

1. ### An Introduction to SharePoint Online

   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
   Lab 1- Introduction to SharePoint Online

2. ### Creating Sites

   Planning your sites
   Create new sub-sites
   The Office 365 tenant
   Site templates
   Web addresses
   Apply a them
   Site collections
   Building your navigation
   Create a new site
   Delete sub-sites
   Team site navigation
   User interface- classic vs modern
   Site contents- classic vs modern

Where does classic come from?
Lab 1- Creating Sites

3.   Creating and Managing Web Pages

The 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
Lab 1- Create and Manage Web Pages

4.   Working with Apps

An introduction to apps
Co-authoring
Marketplace apps
Check In - Out
Adding apps to a site
Edit and view file properties
Create and manage columns
Quick edit view
Public and personal views
File commands
Managing app settings
Copy link and Share
Content approval
Folders
Major and minor versioning
The recycle bin
Document sets
Alerts
Working with files in a library
OneDrive sync
Create, upload and edit files
Working with classic lists
Lab 1- Working with Apps

5.   Building processes with Flow and PowerApps

What are business processes?
Design and publish a Flow
Classic tools for designing processes
Getting started with PowerApps in SharePoint
Design and test a classic workflow
Enhance data capture with PowerApps
Getting started with Flow in SharePoint
Test a Flow and PowerApps enriched list
Lab 1- Building processes with flow and powerapps

6.   Customising Security

Office 365 Group access
Share a file
Updating Office 365 Group security
Remove a user
Managing access to SharePoint

Customizing SharePoint security
New sites private vs public
Create permission levels and groups
Setup access requests
Security inheritance
Share a site
Security best practices
Lab 1- Customizing Security

7. Working with Search

Delve
Search tips
An introduction to SharePoint search
Accessing classic search
Search in folders, libraries and sites
Promoted results
Search results
Lab 1- Customizing Security

8. Enterprise Content Management

Managed metadata service
Information management policies
An introduction to content types
The records center
Create and manage content type
In-place records management
Deploy content types
The content organizer
Using content types in apps
Durable links
The content type hub
Lab 1- Social

9. Working with Search

Searching in SharePoint Online
Refinements
Search Criteria
People Search
How Search Works
Promoted Results
Search Web Parts
How Can Search be Customized?
Lab 1- Working with Search

Audience

This course is intended for SharePoint users who wish to make full use of SharePoint Online. Experience with SharePoint at the end-user level is required.

Prerequisites

There are no prerequisites for this course.