COURSE OUTLINE

SHAREPOINT ONLINE POWER USER

Course Duration: 4 Days

Overview

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 practise with hands on exercises in SharePoint Online.

Module List

Module 1: An Introduction to SharePoint Online

Let's get started with SharePoint online by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint Online to manage and share content, create engaging web page, automate business processes and make good business decisions with Business intelligence.

We will also discuss who will be the typical users in our sites and the role of the site collection administrator. Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner we're sure that you will be amazed with the potential that SharePoint Online has to offer an end user.

You will also learn how using SharePoint Online is different.

Topics Covered

An Overview of SharePoint Online

Central Repository for Information

Web Content Management

Team Collaboration

Search

Social Computing

Workflows

Business Intelligence

Roles in SharePoint

Site Visitors

Site Members

Site Owners

Site Collection Administrator

Office 365 Admin

Security Trimming

Module 2: Creating Sites

Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites. This will allow you to understand existing sites that other people have created as well as making good decisions when building new sites.

As a site owner you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each sites function and appropriate use. Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your test site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

Topics Covered

An Introduction to Site Topology

When to Create a Site and Where?

How to Create a New Site

Site Templates

    Team Sites

    Project Sites

    Blog Sites

    Community Sites

    Publishing Sites

Navigating SharePoint Sites

Applying Custom Themes to a Site

Building the Site Navigation Bar

Deleting Sites

Recovering Deleted Sites

Module 3: Creating and Managing Web Pages

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.

SharePoint can also be used as an Intranet for internal news. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has Publishing Sites.

Topics Covered

Introducing Wiki Pages

Adding Wiki Pages

Adding Rich Content to Wiki Pages

Promoted Links

Adding and Modifying Web Parts

Deleting Wiki Pages

Introducing the Publishing Site

Create and Edit Publishing Pages

Using Page Layouts

Web Page Metadata

Site Collection Images

Renditions

Reusable Content

Web Page Approval

Scheduling Pages

Module 4: Defining Business Information & Retention

Traditionally teams make use of file templates or manual processes to ensure information is collected and retained correctly. In this module we will help your team establish reusable file templates and automate business processes. An example of this would be removing old unwanted content from your site automatically.

To achieve this you will learn about a variety of SharePoint features including content types, policies and in-place records management.

Topics Covered

Managed Metadata Service

An Introduction to Content Types

Create & Manage Content Types

Content Type Settings

Using Content Types in Apps

The Content Type Hub

Deploying Content Types

Information Management Policies

The Records Center

The Content Organizer

Document IDs

In Place Records Management

Module 5: Adding and Configuring Apps

Apps are required to store information such as events, contacts and files in a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customised for a specific business requirement. Apps can be broken down into Lists, Libraries and Market Place Apps.

SharePoint lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists, and then reviews popular options.

A document library is a location on a site where you can create, collect, update, and share files including Word, Excel, PowerPoint and PDF. We will show you the benefits of using a library and teach you how best to work with files in a library.

An introduction to on premises and SharePoint Marketplace apps is provided to show how to extend site functionality beyond what Microsoft has provided in the SharePoint Online platform.

Finally, this module provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint Online and discusses the advantages of each program when combined with SharePoint.

Topics Covered

Adding List & Library Apps

Managing List & Library Settings

Create and Manage App Columns

Adding Site Columns

Create and Manage Public Views

Working with Document Sets

Creating App Templates

On Premises Apps

SharePoint Marketplace Apps

Popular List & Library Templates

Add, Modify, Upload, and Delete Content in Apps

Sort and Filter Content

Personal Views

Using Alerts in Apps

Office 2016 Integration with SharePoint Apps*

*Office Integration

Integration with Microsoft Office

Co-Authoring

Outlook 2016

SharePoint Designer 2013

InfoPath Designer 2013

OneDrive for Business

Module 6: Building Processes with Workflows

Workflows are a powerful efficiency tool which can be used to organise and track process driven tasks including approval processes. Workflows will be demonstrated using real world examples. You will be given the opportunity to build workflows and review workflow progress. Also covered is an introduction to Microsoft SharePoint Designer 2013 and third party workflow tools.

Topics Covered

An Introduction to Workflows

Workflow Scenarios

Creating Workflows

Configuring Workflow Settings

Adding Workflows

Removing Workflows

Third Party Workflow Tools

Module 7: Customising Security

Security is an important element of any site. You will see instructor-led demonstrations of the best practises for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customise permission levels. This means that you can create levels of access that are aligned with the responsibilities of your sites users. An example of this would be allowing a group of users the ability to upload content but not delete content.

You will also see how to use the Share button to quickly share documents with external users.

Topics Covered

An Introduction to Security

Access Requests

Share Sites and Files

Approving Access Requests

Creating Permission Levels

Creating SharePoint Groups

How Inheriting Security Works

Securing Apps, Folders, Files/Items

Managed Metadata Security

OneDrive Security

Module 8: Communicating with Social Tools

This module covers a new and evolving culture change in the way that we work with business information. Social features are an engaging way for users to collaborate. The variety of social tools available to you is overwhelming. You will learn the differences between each of these tools and when to use them.

Topics Covered

An Introduction to Social Tools

Updating your Profile

Blog Sites

Newsfeeds

Community Sites

Community Portal

Skype for Business

Module 9: Working with Search

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help you to efficiently locate the information you need.

Topics Covered

Searching in SharePoint Online

Refinements

Search Criteria

People Search

How Search Works

Promoted Results

Search Web Parts

How Can Search be Customised?

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

SharePoint Power Users

- SharePoint Site Collection Administrator
- SharePoint Designer
- InfoPath
- Nintex Workflow
- Nintex Forms
- LiveTiles
- Power BI

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer Track

For additional courses or more information on the above visit: http://www.combined-knowledge.com and click on Find a Training Course.

Your Complete User Adoption Solution for SharePoint and Office 365 from only 6p per user, per month

support+

training+

CBT

Support+ is the instant Support and Helpdesk solution that works in unison with your essential business software to give your entire organisation comprehensive training and support on demand through 1,000's of help topics delivered in simple or detailed steps, videos and demonstrations.

Training+ is a collection of premium training courses delivered in HD video format, on demand to everyone in your organisation.
Users progress through each module, building on knowledge gained at every step, with real-world examples and comprehensive demonstrations all delivered with the friendly and down-to-earth style of an expert classroom Trainer.

Created by the SharePoint experts at Combined Knowledge, CBT (Computer Based Training) helps your users become familiar with all key aspects of SharePoint from the comfort of their desks using a variety of effective delivery methods including hands-on exercises, illustrated examples and videos.

Support+ Training+ and CBT from Combined Knowledge are available as a cost effective package or as stand alone products. Try a demo and learn more now at:
www.combined-knowledge.com/products