combinedknowledge

Education and Support for SharePoint, Office 365 and Azure
www.combined-knowledge.com

COURSE OUTLINE

BUILDING BUSINESS SOLUTIONS WITH OFFICE 365 AND SHAREPOINT ONLINE

Course Duration: 3 Days

Course Code: BBS365

Overview

This fast paced 3-day workshop will teach you how to build powerful SharePoint business solutions without having to engage in any custom development. You will be amazed exactly how far you can take things with Office 365 and SharePoint Online just using the out-of-the-box features and functionality. This course has been specifically designed for the experienced business users who wants to re-engineer parts of their business process in the Office 365 environment. You will complete all lab exercises for this course using the browser, SharePoint Designer 2013, InfoPath 2013 and other no-code tools, such as Microsoft Flow and PowerApps.

The first day of the course introduces you to Office 365 services and revises SharePoint Online functionality, in particular, how to customize lists and documents libraries by creating and adding site columns and contents types, and the use of Document sets. You will end the first day by reviewing the current list of no-code tools, including an introduction into the use of Windows PowerShell.

You will learn how to use InfoPath 2013 and PowerApps to customize the forms to display and manipulate data from SharePoint list and other data sources, as well as introducing you to Microsoft Forms. You will learn about the workflow architecture in SharePoint Online and discover a new sense of power when creating custom workflows with SharePoint Designer 2013 and Microsoft Flow.

You will learn how to visualize your business data on top of services that are included in Office 365 such as Power BI and Excel Services and the course concludes with an examination of the techniques and strategies to expose content on pages you find in Office 365.

Modules

Module 1: Introducing Office 365 Services

Module 2: SharePoint Online: a quick revision

Module 3: Strategies and tools to build no-code solutions

Module 4: Creating custom forms using InfoPath 2013

Module 5: Introducing Microsoft Forms and building PowerApps

Module 6: Workflows in SharePoint Online

Module 7: Working with Microsoft Flow

Module 8: Visualizing data: Excel Services and Power BI

Module 9: Exposing content on Office 365 pages

Student Prerequisites

Before attending this course, students must:

- Understand and have used the browser to work with SharePoint site components, including, Lists, Libraries, Content Types, Site Columns, and Permissions. The course expects students to be able to create and manage SharePoint components using the browser with minimal instructions, including the creation of content in a variety of list and library types.
- Have experience of identifying aspects of their organisation's requirements to a collection of activities and tasks that map to specific business processes.

- Ideally, students would have previously used a business process mapping tool and experience of programming logic, such as, you might find in Microsoft Excel.

Students will have previously attended the SharePoint Online Power End User, or the equivalent SharePoint Online courses or have equivalent knowledge.

Note: Throughout this course, we refer to no-code solutions. By no-code, we mean no complex programming languages such as .NET languages or code compilation. However, to help demonstrate the extensibility of Office 365 and SharePoint Online, we do not exclude discussion of or use of Cascading Style Sheet (CSS) scripting/class, Extensible Stylesheet Language (XSLT), Extensible Markup Language (XML), XML Path Language (XPath), JavaScript or existing page code.