



Education and Support for SharePoint, Office 365 and Azure  
[www.combined-knowledge.com](http://www.combined-knowledge.com)

## COURSE OUTLINE

# SHAREPOINT ONLINE BRANDING

Course Duration: 1 Day

## Overview

SharePoint Online has changed a lot over the past few years and in an evergreen world of regularly updated platforms it is important to adhere to best practices. When it comes to branding SharePoint, many of the old methods of customising SharePoint are no longer valid and a range of new skills are required to make changes that are in keeping with the sites modern look. In this course we will show you how to brand the look of your modern SharePoint Online sites using a variety of out of the box and code orientated techniques alongside managing a consistent deployment of your brand.

## Audience

The audience of this course are individuals who are using modern SharePoint Online team sites and communications sites and are looking at applying their business/organisational branding to one or more sites.

## Prerequisites

We expect the attendees of this course to have experience managing a site in SharePoint Online, creating sites, apps and working with content in a site. You are not required to have any knowledge of application development, code-based languages or use of command line tools.

# Module List

Module 1	Branding in SharePoint Online
Module 2	Managing modern themes
Module 3	Creating custom themes
Module 4	Customising lists and libraries

## Module 1: Branding in SharePoint Online

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The story of SharePoint alone is a complex one. SharePoint has a lengthy history with many versions hosted on local IT servers and global cloud services. This evolution from on-premises to cloud has guided the visual appearance and functionality of SharePoint. So, understanding its history is essential for appreciating the diverse options for customising SharePoint's interface.

In this module we will journey through the product's rich history, leading us to understanding the biggest impact on branding which was the move from the older classic user interface to the modern interface. You will also learn that although there are some changes that you can make in the web browser, you may also require a complement of free applications to aid your efforts.

### Topics Covered

A history of branding in SharePoint	SharePoint's journey to the cloud
What is SharePoint	A change in best practices
How was SharePoint branded in the past?	Modern vs classic
Publishing sites and master pages	What tools may you need?
SharePoint Designer	Understanding your company branding
Live SharePoint publishing sites	

## Module 2: Managing modern themes

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In this module our focus is on out of the box updates in SharePoint Online for those with branding in mind. When we refer to out of the box, we are talking about the menus and options available within the product for making changes without relying on additional tools. These range from local changes that impact your site to hub sites which allow your changes to impact all sites connected to the hub. Not only that, we can also make changes in the admin center of your Office 365 tenant, to implement an organisation brand.

### Topics Covered

Upgrading from classic to modern	Footers
Changing themes in team and communication sites	Deploying themes with the hub site
Adding site logos	Setting up hub sites
Headers	Connecting to hub sites
Mega menus and cascading menus	Set up an organisational custom theme
Background images	

## Module 3: Creating custom themes

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In our previous module we explored elements of a SharePoint Online site that could be customised without the need for additional tools. Although there was an array of settings that customise the theme and navigation for your site, we could not pick specific colours. We were only able to select from 12 available colours, which may not align to your branding.

In this module we will be showcasing the tools that can be used to customise the branding of a SharePoint site even further. Again, our focus is on the modern features in SharePoint, and we will be using SharePoint Designer 2013, the SharePoint Online Management Shell and Site Designs to customise SharePoint and propagate these changes.

## Topics Covered

Using SharePoint Designer with modern pages	An overview of the theme designer
SharePoint Designer 2013 prerequisites	Exporting your new theme
Navigating SharePoint Designer	Deploying themes using PowerShell
Connecting to sites and pages	Connect to SharePoint and sign in
Updating modern pages	Deploying and removing a custom theme
Using the theme designer	Applying themes with Site Designs

## Module 4: Customising lists and libraries

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In our last module we will be focusing on how our branding can be applied to the working areas of SharePoint, lists and libraries, known collectively as apps. Although your site theme will brand these apps, there are further methods that can be used to conditionally colour code content in an app and even brand their data input forms.

## Topics Covered

Introducing JSON to lists and libraries	Schemas and branding
Using design mode	Create clickable actions
How to apply formatting to columns	How to add icons
Format choices	Customising people and hover cards
Conditional formatting	Further samples
Format views	Using Power Apps in lists and libraries
Using branding with formatting	Create a new form
Using advanced mode	Brandable elements
Sample JSON code segments	Removing a custom form

## 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:

### Office 365 Users

- Power Apps for End Users
- Power Automate for End Users
- Power BI for End Users
- Microsoft Teams for End Users
- SharePoint Online for End Users
- Office 365 Rapid Upskill

### SharePoint Farm Administrators

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

For additional courses or more information on the above visit:

<http://www.combined-knowledge.com> and click on Find a Training Course.



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support 

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training 

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.

CBT 

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.