



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

## 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 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.

## Prerequisites

As a minimum requirement for this course, delegates need to be proficient in using both a Windows desktop and web browsers. For the training delegates will be using a Windows 10 computer with their own choice of web browser including Chrome, Firefox and Edge.

# Module List

Module 1	An Introduction to SharePoint
Module 2	Creating Sites
Module 3	Creating and Managing Web Pages
Module 4	Working with Apps
Module 5	Building Processes with Flow and PowerApps
Module 6	Customising Security
Module 7	Working with Search
Module 8	Enterprise Content Management

## Module 1: An Introduction to SharePoint

---

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.

### Topics Covered

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

## 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

Planning your sites	Create new subsites
The Office 365 tenant	Site templates
Web addresses	Apply a theme
Site collections	Building your navigation
Create a new site	Delete subsites
Team site navigation	
User interface: classic vs modern	
Site contents: classic vs modern	
Where does classic come from?	

## 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 and communication sites.

## Topics Covered

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	

## Module 4: Working with 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.

## Topics Covered

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

## Module 5: Building processes with Flow and PowerApps

---

Building your business processes into SharePoint has been made simple and powerful with the introduction of code-free solutions to capture information and automate tasks. From SharePoint, discover Flow, a workflow designer that allows you to integrate lists and libraries into your other favourite Office 365 apps and business services.

Additionally, we will show you PowerApps, a form designer that allows you to bring a tailored experience to your SharePoint lists, allowing users to document information from their web browser on their PC or even on a mobile app!

This module is designed to show you the integration capabilities between SharePoint, Flow and PowerApps. We offer a full 2-day class for building Flow and PowerApp solutions that connect to other services.

This module will also cover SharePoint's classic workflows, allowing users to build simple approval processes within lists and libraries.

### Topics Covered

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

## Module 6: Customising Security

---

Security is an important element of any site. You will see instructor-led demonstrations of the best practices 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 other users.

### Topics Covered

Office 365 Group access	Share a file
Updating Office 365 Group security	Remove a user
Managing access to SharePoint	Customising SharePoint security
New sites private vs public	Create permission levels and groups
Setup access requests	Security inheritance
Share a site	Security best practices

## Module 7: 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. In Office 365, as well as searching SharePoint, Delve offers a more personalized experience by identifying useful and trending content and bringing it to you.

While SharePoint's search is rich and intelligent, site owners can make customisations to search to improve its relevance to an organisation. We will show common techniques used by site owners to improve search results by promoting specific content when a certain keyword is used.

### Topics Covered

<a href="#">Delve</a>	<a href="#">Search tips</a>
<a href="#">An introduction to SharePoint search</a>	<a href="#">Accessing classic search</a>
<a href="#">Search in folders, libraries and sites</a>	<a href="#">Promoted results</a>
<a href="#">Search results</a>	

## Module 8: Enterprise Content Management

---

Traditionally teams make use of file templates or manual processes to ensure information is collected and retained correctly. This may be a choice your team makes or a decision that is more universal across your organisation. In this module, we will help your team establish reusable file templates and automate document lifecycle management. 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 managed metadata, content types, policies, in-place records management and the content organizer.

### Topics Covered

<a href="#">Managed metadata service</a>	<a href="#">Information management policies</a>
<a href="#">An introduction to content types</a>	<a href="#">The records center</a>
<a href="#">Create and manage content types</a>	<a href="#">In-place records management</a>
<a href="#">Deploy content types</a>	<a href="#">The content organizer</a>
<a href="#">Using content types in apps</a>	<a href="#">Durable links</a>
<a href="#">The content type hub</a>	

## 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

- Building Business Solutions with Office 365
- Groups and Teams
- Rapid Upskill for Office 365
- Flow and PowerApps
- Power BI
- Nintex Workflow and Forms for Office 365

### SharePoint Power Users

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

### 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** 

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** 

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.

