

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 When it comes to branding SharePoint, many of the old methods of customising SharePoint are no longer valid and a range of new skills are required to make changes that are in keeping with the sites modern look.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

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 onpremises 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

What is SharePoint

How was SharePoint branded in the past?

Publishing sites and master pages

SharePoint Designer

Live SharePoint publishing sites

SharePoint's journey to the cloud

A change in best practices

Modern vs classic

What tools may you need?

Understanding your company branding



Module 2: Managing modern themes

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

Changing themes in team and communication sites

Adding site logos

Headers

Mega menus and cascading menus

Background images

Footers

Deploying themes with the hub site

Setting up hub sites

Connecting to hub sites

Set up an organisational custom theme

Module 3: Creating custom themes

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

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:

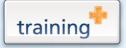
http://www.combined-knowledge.com and click on Find a Training Course.



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



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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.