

# **55215 : SharePoint Online Power User Courseware**

## Content

### **Module 1: An Introduction to SharePoint Online**

Let's get started with SharePoint Online by exploring its fantastic features. We will demonstrate popular uses of SharePoint Online for managing and sharing content, creating engaging web pages, automating business processes, and making informed business decisions with business intelligence.

We will also discuss the typical users of our sites. Site owners are entrusted with functionalities typically reserved for developers in other business systems. As a site owner, you will be amazed at the potential SharePoint Online has to offer.

#### **Lessons**

- Introducing Office 365 and SharePoint
- The cloud revolution
- What is Office 365?
- What is SharePoint?
- Introducing Microsoft 365 Groups
- Ownership and access
- Getting started with Office 365
- Login to Office 365
- The app launcher
- Office 365 settings
- Delve
- OneDrive

#### **Lab 1: An Introduction to SharePoint Online**

- Log in to Office 365
- Uploading to OneDrive
- Customizing your app launcher
- Updating your Delve profile

#### **After completing this module, students will be able to:**

- Describe popular reasons for using SharePoint Online
  - Understand user roles in SharePoint Online
  - Log in to Office 365
  - Navigate to SharePoint Online
-

## Module 2: Creating Sites

Whether managing existing sites or just starting, we will discuss site hierarchy and planning your SharePoint sites, allowing you to understand existing sites and make informed decisions when building new ones.

As a site owner, you will have access to various site templates. You will use these templates to gain a better understanding of each site's function and appropriate use. Once your site is ready, we will change its look and feel and apply your business brand. We will also build our navigation bar, a simple but powerful way to help users navigate between websites.

### Lessons

- Planning your sites
- Your Office 365 tenant
- Web addresses
- Site collections
- Create a new site
- Navigating your team site
- User interface: modern vs. classic
- Site contents: modern vs. classic
- Create new subsites
- Site templates
- Apply a theme
- Building your navigation
- Delete subsites
- SharePoint Hub Sites

### Lab 1: Creating Sites

- Create two subsites
- Delete a subsite
- Restore a subsite
- Update the navigation

**After completing this module, students will be able to:**

- Understand the benefits of using site templates when creating new sites
- Correctly use site collections and subsites
- Control site navigation
- Delete and restore sites

---

## Module 3: Creating and Managing Web Pages

SharePoint boasts a rich selection of options for building web pages. You will learn how to update your SharePoint site's home page with text, links, images, buttons, videos, and other web parts. We will also show you best practices for 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 applications.

SharePoint can also serve as an intranet for internal news. Due to the high visibility of these websites, more control is typically placed on releasing new web pages or updates to existing ones. Therefore, SharePoint offers both classic publishing sites and modern communication sites.

## **Lessons**

- The types of pages found in SharePoint
- Modern SharePoint pages
- Create news and site pages
- Web parts
- Save, publish, share, and delete pages
- Communication sites
- Classic SharePoint pages
- How to use classic team site pages

## **Lab 1: Create and Manage Pages**

- Populate Microsoft Stream
- Create a news article
- Create a page about your team
- Edit your home page and link to other pages
- Delete and restore a page
- Check your SharePoint app for news
- Add a communication site
- Add a survey to a page using Microsoft Forms

## **After completing this module, students will be able to:**

- Know when to create pages
- Author rich news articles
- Add content to a page, including images and videos
- Use publishing page content such as renditions and reusable content

---

## **Module 4: Working with Apps**

Apps are essential for storing information such as events, contacts, and files in a site. SharePoint provides a selection of apps for different scenarios, all customizable for specific business requirements. Apps can be categorized into lists, libraries, and marketplace apps.

SharePoint lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists and 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 documents. We will show you the benefits of using a library and teach you how to work with various types of files effectively.

An introduction to marketplace apps will show how to extend site functionality beyond what Microsoft has provided in the SharePoint Online platform.

## **Lessons**

- An introduction to apps
- An introduction to libraries
- Classic and modern libraries
- An introduction to lists
- Marketplace apps
- Adding apps to a site
- Create and manage columns
- Public and personal views

## **Lab 1: Working with Apps**

- Creating a new library
- Setting up columns and views
- Uploading content
- Setting up alerts and using versioning
- Creating a list
- Deleting and restoring an app

**After completing this module, students will be able to:**

- Understand the app templates available in SharePoint Online
- Create new apps to store business information
- Customize apps with columns, views, and settings to meet specific business needs

---

## **Module 5: Building Processes with Power Automate and Power Apps**

Building your business processes into SharePoint is simplified with code-free solutions for capturing information and automating tasks. From SharePoint, discover Power Automate, a workflow designer that allows you to integrate lists and libraries with other Office 365 apps and business services. Additionally, we will explore Power Apps, a form designer that provides a tailored experience for SharePoint lists and libraries, enabling users to document information from their web browser or mobile app. This module focuses on the integration capabilities between SharePoint, Power Automate, and Power Apps.

## **Lessons**

- What are business processes?
- Getting started with Power Automate in SharePoint
- Design and publish a flow in Power Automate

- Getting started with Power Apps in SharePoint

### **Lab 1: Building Processes with Power Automate and Power Apps**

- Creating a new approval flow
- Design a new Power App
- Testing your new app on a mobile device

#### **After completing this module, students will be able to:**

- Create new automated processes for SharePoint
  - Create a new Power App in the context of lists and libraries
- 

## **Module 6: Customizing Security**

Security is crucial for any site. In this module, you will discover best practices for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customize permission levels, allowing you to create access levels aligned with user responsibilities.

### **Lessons**

- Microsoft 365 group access
- Updating Microsoft 365 group security
- Managing access to SharePoint
- New sites: public vs. private

### **Lab 1: Customizing Security**

- Share Content in a library
- Create new permission levels
- Add and remove users and check permissions

#### **After completing this module, students will be able to:**

- Understand security objects in SharePoint Online
  - Invite and remove people from a SharePoint site
  - Share content in a library and manage permissions
- 

## **Module 7: Working with Search**

SharePoint allows you to store vast amounts of content across various locations. This module covers tools that help you efficiently locate the information you need. In Office 365, Delve offers a more personalized experience by identifying useful and trending content.

### **Lessons**

- An introduction to SharePoint search
- Locations you can search
- Search tips
- Accessing classic search

### **Lab 1: Working with Search**

- Conduct an app search
- Search as site and all sites
- Create a promoted link
- Test a promoted link

### **After completing this module, students will be able to:**

- Efficiently locate desired content in SharePoint
  - Use Delve to find targeted content in Office 365
- 

## **Module 8: Enterprise Content Management**

Departments often use file templates and manual processes to ensure information is collected and retained correctly. This module will help your team establish reusable file templates and automate document lifecycle management.

### **Lessons**

- Managed metadata service
- Create, manage and deploy content types
- Configure information management policies

### **Lab 1: Enterprise Content Management**

- Create site columns
- Create a new content type
- Set up and test in place records management

### **After completing this module, students will be able to:**

- Define content and disperse templates and policies across the organization
- Schedule events to manage content effectively