Course Title: Microsoft SharePoint	**Course Duration**: 4.0 Days
Exam: Not Included	**Exam Type**: Proctored Exam
Qualification: No Certificate	

Course Syllabus

Our Microsoft SharePoint training course covers the following Modules:

Module 1: Introduction to SharePoint

- Identifying use cases for SharePoint Online
- Implementing SharePoint and Office 365
- Using SharePoint sites for effective sharing and collaboration
- Understanding user roles in SharePoint Online
- Exploring the features of SharePoint Online

Module 2: Creating SharePoint Websites

Site Hierarchy

- Identifying new and classic methods for site organisation
- Determining an appropriate information architecture strategy
- Leveraging templates in SharePoint Online
- Sharing information with new communication sites
- Understanding the power of Office 365 groups with modern team sites

Site Administration

- Working with modern and classic site templates
- Utilising new tools for branding your site
- Navigating the settings for site owners and collection administrators
- Understanding options for customising SharePoint sites
- Controlling navigation for ease of access

Module 3: Managing SharePoint Security

Managing and User Access

- Using SharePoint groups with classic templates
- Understanding Office 365 groups with modern team sites
- Creating and managing permission levels
- Handling permission requests

Simplifying Security Management Through Inheritance

- Understanding when to use permission inheritance

- Breaking and re-establishing inheritance
- Managing access inheritance with SharePoint groups and Office 365 groups

Module 4: Working with Classic and Modern SharePoint Pages

Distinguishing Between Modern Pages, Wiki Pages, and Web Part Pages

- Creating and editing content with the new modern pages
- Changing the layout for a better presentation of information
- Formatting wiki pages
- Working with web parts and other web content
- Customising page content to meet the needs of your users

Building an Intranet

- Leveraging the capability offered in the new communication site template
- Building and designing rich user experiences
- Take advantage of responsive design for users on tablets and mobile devices

Module 5: Managing Enterprise Content

Defining Content Types

- Enterprise-scale document management with content types
- Empowering libraries using templates
- Managing record retention

Creating Enterprise-Wide Metadata Standardisation

- Defining taxonomy and enterprise information architecture
- Centralising metadata for reuse across sites and the enterprise
- Understanding site columns

Leveraging The Term Store For Metadata Management

- Setting up Managed Metadata Service
- Creating term sets with the Term Store
- Adding Managed Metadata columns to list and library apps

Module 6: Managing Content with Apps

Controlling Information With List Apps

- Creating lists and using list templates
- Adding, deleting, and changing content
- Categorising and identifying information with the new modern list tools
- Filtering and finding information with the filters panel

Leveraging Office 365 Integration With Libraries

- Tracking and managing versions
- Providing access to external participants
- Managing content approval

Module 7: Implementing Enterprise Features

Managing Documents

- Defining Document Libraries
- Migrating content to Document Libraries
- Leveraging Metadata in Document Libraries

Organising Content

- Implementing metadata for best-practice content management
- Standardising content types in a list and library apps
- Establishing external content types

Module 8: Managing Business Process Workflows

Leveraging Out-Of-The-Box Workflows

- Getting approval
- Collecting feedback
- Collecting signatures

Creating Custom Workflows With Flow

- Discovering Flow for code-free interaction with other services
- Tightly managing documents and list items with process automation
- Recording responses and sending automated emails

Integrating SharePoint Online With Office 365

- Realising tighter communication with Office 365 groups
- Co-authoring with Word and PowerPoint
- Integrating Excel and Excel Web Access web parts

Course Overview

Our four-day Microsoft SharePoint training course will teach you how to create, manage, and customise websites using SharePoint Online.

Microsoft SharePoint serves as a comprehensive platform for collaboration, content management, and business process automation, empowering organisations to enhance productivity, streamline operations, and facilitate effective teamwork.

Course Learning Outcomes

Our Microsoft SharePoint training course will teach attendees to become proficient in the following:

- Create and manage SharePoint sites, including team sites and community sites.
- Apply best practice content management techniques with the new list and library apps.
- Manage site security with SharePoint groups and Office 365 groups.
- Add and edit SharePoint pages.
- Automate business processes with Power Automate (previously Microsoft Flow) and other workflow tools.
- Leverage the power of Office 365 integration to make the most of your sites.
- Continue learning and face new challenges with after-course one-on-one instructor coaching.

Audience

Our Microsoft SharePoint training course will benefit several individuals and organisations including but not not limited to:

- IT Professionals
- Business Analysts
- Content Managers
- Project Managers
- Knowledge Managers
- Team Leaders and Team Members
- Human Resources Professionals
- Sales and Marketing Professionals

Entry-Level Requirements

Our Microsoft SharePoint training course has no entry-level requirements.

Recommended Reading

There is no recommended reading for our Microsoft SharePoint training course.

What's Included

Our Microsoft SharePoint training course contains the following:

- 4-day instructor-led training course
- After-course coaching available
- Pre-reading
- Course Manual
- Quizzes
- Exercises

Exam Information

No Exam.

What's Next

Attendees may enjoy our Power Apps Power Automate training course.

Our four-day Power Apps Power Automate training course will teach you how to create no-code custom business applications and automate business processes. The course is a four-day instructor-led training programme designed for SharePoint Power Users and Site Owners who want to learn how to create no-code custom business applications and automate business processes using Power Apps and Power Automate.

This course covers app creation, form customisation, data connections, workflow automation, embedding in SharePoint and Teams, and Power BI report creation using a variety of data sources. After the course, attendees can leverage continued support with after-

course one-on-one instructor coaching and a computing sandbox.

Additional Information

Our Microsoft SharePoint training course offers several benefits to individuals and organisations including but not limited to:

- **Enhanced Collaboration**: SharePoint provides a platform for team collaboration, allowing users to create, store, and share documents, files, and other resources in a centralized location.
- **Document Management**: SharePoint offers robust document management capabilities, making it easier to organise, store, and retrieve files.
- **Centralised Information Hub**: SharePoint acts as a centralised information repository, enabling users to access important documents, announcements, news, and other relevant information from a single platform.
- **Workflow Automation**: SharePoint includes powerful workflow capabilities, allowing users to automate business processes and streamline routine tasks.
- **Business Intelligence**: SharePoint integrates with Microsoft Power BI, allowing organisations to leverage business intelligence and data visualisation capabilities.
- **Security and Permissions**: SharePoint offers extensive security features, enabling organisations to control access to sensitive information.
- **Customisation and Extensibility**: SharePoint provides a robust development framework that allows customisation and extensibility.