

SharePoint Online Super User

The SharePoint Online Super User training is a comprehensive program designed for Microsoft 365 users who want to fully leverage the capabilities of SharePoint Online in their daily work. The course covers key topics related to site creation, content management, team collaboration, process automation, and security customization. Participants will learn modern SharePoint features, how to build information structures within an organization, implement approval processes, and efficiently manage documents, pages, and applications.



Training recipients

Microsoft 365 users who want to use SharePoint Online more effectively in their daily work, IT specialists and administrators responsible for configuring and maintaining SharePoint sites, content editors, site owners, and team coordinators who manage content and online collaboration, analysts and business process specialists who want to implement automation using Power Automate and Power Apps, anyone who wants to increase productivity and improve information flow in the organization through SharePoint Online.



Benefits

- Creating and managing SharePoint Online sites – you will learn how to plan, create, and personalize team sites and communication sites in the Microsoft 365 environment.
- Effective cloud collaboration – you will learn how to use SharePoint libraries, lists, and apps to enhance team collaboration and document workflows.
- Automating business processes – you will learn how to create workflows in Power Automate and forms in Power Apps to automate daily tasks.

- Managing access and security – you will learn how to customize permission levels, manage Microsoft 365 groups, and protect data within SharePoint sites.
- Organizing and searching information – you will learn how to use the term store, content types, and search features to efficiently manage content across the organization.



Training program

1. An introduction to SharePoint

- Introducing Microsoft 365 and SharePoint
- What is SharePoint?
- Introducing Microsoft 365 Groups
- Ownership and Access
- Getting Started with Microsoft 365
- Login to Microsoft 365
- The App Launcher
- OneDrive
- Lab A: Getting Started with Microsoft 365

2. Creating sites

- Planning your sites
- Creating a new site
- Navigating your team site
- User Interface: Modern
- Site Contents: Modern
- Creating Subsites
- Site Templates
- Apply a New Theme
- Building Your Navigation
- Deleting & Restoring Sites
- SharePoint Hub Sites
- Lab B: Creating SharePoint Sites

3. Creating and managing web pages

- Web Pages
- Types of Web Page
- Add a Site Page or News Page
- Sections
- Web Parts
- Page Details
- Save, Publish, Promote and Delete Pages
- Scheduling a page

- Publishing approval
- Communication Sites
- Classic Team Site Pages
- Page Management
- Lab C: Creating Pages

4. Working with Lists and Libraries

- An Introduction to Libraries
- Classic and Modern Libraries
- An Introduction to Lists
- Adding Lists and Libraries to a Site
- Creating and Managing Columns
- Edit columns for the new item form
- Public and Personal Views
- Managing List and Library Settings
- Major and Minor Versioning
- Document Sets
- Lab D: Working with Libraries
- Uploading Files to a Library
- Create and Edit Files
- File Templates
- Co-Authoring
- Check Out - In
- File Properties, Sort, Filter and Details
- Edit in Grid View
- File Commands
- Copy link and Share
- Folders
- The Recycle Bin
- Tracking Content
- OneDrive Sync
- Lab E: Working with Libraries-Part 2

5. Building processes with Power Automate and Power Apps

- What are business processes?
- Getting started with Power Automate in SharePoint
- Design and Publish a Flow
- Power Automate Reminders and Approvals
- Getting Started with Power Apps in SharePoint
- Enhance Data Capture with Power Apps
- Power Platform
- Lab F: Using Power Automate

6. Customizing security

- Microsoft 365 Group Access
- Updating Microsoft 365 Group Security
- Managing Access to SharePoint
- Customizing SharePoint Security
- Create Permission Levels
- Creating a SharePoint Security Group
- Inheritance
- Managing Inheritance
- Sync Hub Permissions
- Lab G: Customizing Security

7. Working with search

- Search Overview
- Search Apps, Document Sets and Folders
- Local Site Search
- Search Results
- Search Tips
- Custom Experience
- Lab H: Working with Search

8. Enterprise Content Management

- Enterprise Content Management
- What is Managed Metadata?
- Working with the Managed Metadata Service
- Content Type Overview
- What are SharePoint's default Content Types?
- Creating and configure Content Types
- Add Columns to Content Types
- Deploying Content Types
- SharePoint Admin Center - Content Type Gallery
- The Records Centre
- SharePoint Links
- Lab I: Enterprise Content Management



Expected preparation of the participant

Computer skills. An ability to use English language materials.



Training Includes

access to Altkom Akademia's student portal

Training method:
lectures + workshops.



Duration

4 days / 28 hours

Language

- Training: English
- Materials: English