

SharePoint Online Power User

The SharePoint Online Power 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. Introduction to SharePoint Online
 - Discussing SharePoint Online
 - Central information warehouse
 - Managing Internet content
 - Group cooperation
 - Search
 - Social services
 - Workflows
 - Business analytics
 - Trimming securities
 - Roles – Visitor, Members, Owners, site collections administrators, Office 365 administrators.
2. Creating sites
 - Introduction to site topology
 - Where and when to create a website?
 - How to create a new website
 - Site templates
 - Team websites
 - Project websites
 - Blogs
 - Social websites
 - Publishing websites
 - Navigation
 - Changing the layout
 - Structural navigation
 - Deleting websites
 - Recovery of deleted sites.
3. Developing and managing sites
 - Introducing wiki sites
 - Adding wiki sites
 - Adding formatted content to wiki sites
 - Incoming links
 - Adding and modifying Web Part elements

- Deleting wiki sites
- Reusable content
- Confirming sites before publishing
- Scheduling
- Introduction to websites from Publishing category
- Creating and editing publishing sites
- Using page layouts
- Page metadata
- Site collection images
- Image mirroring.
- 4. Defining business information and storage
 - Manageable metadata service
 - Introduction to content types
 - Creating and modyfikowanie typów zawartości
 - Content type settings
 - The use of content types in applications
 - Content type merging center
 - Implementing content types
 - Information management rules
 - Record center
 - Content organizer
 - Document identifier service
 - On-premises record management.
- 5. Adding and configuring applications
 - Adding lists and libraries
 - Managing list and library settings
 - Adding site columns
 - Creating and managing public views
 - Working with documentation sets
 - Creating application templates
 - SharePoint applications
 - SharePoint app shop
 - Popular list and library templates
 - Adding, modifying, downloading and deleting content in applications
 - Creating and managing columns in applications
 - Sorting and filtering content
 - Personal views
 - Using alerts in applications
 - Integrating Office 2016 office bundle with SharePoint applications.
- 6. Building processes with workflows
 - Introduction to workflows

- Workflow scenarios
- Creating workflows
- Configuring workflow settings
- Adding workflows
- Deleting workflows
- External workflow tools
- 7. Adjusting securities
 - Introduction to securities
 - Demanding access
 - Sharing sites and files
 - Approving access demands
 - Creating permission levels
 - Creating groups
 - Inheriting permissions
 - Securing applications, folders, files/elements
 - Securing manageable metadata
 - Securing OneDrive.
- 8. Communication with the use of community tools
 - Introduction to community tools
 - Updating profile
 - Blog sites
 - News channels
 - Community sites
 - Community website.
- 9. Working with search
 - Search in SharePoint Online
 - Clearing the results
 - Search criteria
 - Searching persons
 - Search functioning
 - Promoting the results
 - Web Part search elements
 - Adjusting search results.



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.



Czas trwania

4 dni / 28 godzin

Language

- Training: English
- Materials: English