

€ TRAINING

User SharePoint Online and Power Platform
Training





User SharePoint Online and Power Platform Training

Introduction:

The SharePoint Online and Power Platform Training - Hands On 5 Days is a comprehensive training program designed to equip participants with the necessary skills and knowledge to effectively utilize SharePoint Online and the Power Platform. This training is focused on providing hands-on experience and practical exercises to ensure participants can apply their learning in real-world scenarios.

Course Objectives:

At the end of this course the participants will be able to:

- Understand SharePoint Online
- Master SharePoint Online Administration
- Build Custom Solutions with Power Platform
- Integrate SharePoint and Power Platform
- Collaborate and Share Content

Target Audience:

- SharePoint Site Owners and Administrators
- Power Users
- Business Analysts and Solution Architects
- IT Professionals and Developers
- Project Managers
- Anyone interested in learning how to effectively utilize SharePoint Online and the Power Platform for content management, collaboration, and business process automation.

Course Outlines:

Unit 1: Overview of Microsoft 365:

- Desktop, web, and mobile access
- Core applications and services

- The Power Platform
- Microsoft 365 administration

Introduction to SharePoint

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

Unit 2: Creating SharePoint Websites

Site hierarchy

- SharePoint structure and management
- Identifying new and classic methods for site organisation
- Determining an appropriate information architecture strategy Building a modern intranet with hub sites
- Leveraging templates in SharePoint Online
- When to use Team sites vs Communication sites
- Sharing information with new Communication sites
- Understanding the power of Microsoft 365 groups with modern Team sites

Site administration

- 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

Unit 3: Managing SharePoint Security

Managing and user access

- Using SharePoint and Microsoft 365 groups
- 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 Microsoft 365 group

Managing and Organising Documents

- Defining Document Libraries
- Migrating content to Document Libraries
- Leveraging Metadata in Document Libraries
- Implementing metadata for best-practice content management
- Creating custom views for easy collaboration
- Co-authoring with Word and PowerPoint

Unit 4: 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

Advanced Forms with Power Apps

- Use the PowerApps Studio
- Understand the app types, environments, and security
- Customise SharePoint list forms □ Create apps from templates
- Create apps from a blank canvas
- Use data services and connections, galleries, formulas, and variables

Unit 5: Introduction to Power Automate

Building blocks of a Flow



- Events
- Actions
- Conditions

Automating Business Processes with Power Automate

- Understand triggers, actions, and conditions Pull dynamic content from other flow action s
- Use the Save, Check Flow, Test, and Run History features Leverage workflow approval features
- Build resilient flows with error handling

Microsoft 365 Integration

- Combine several Microsoft 365 services to build a collaboration platform
- Analyse SharePoint list data with Power BI
- Integrate the Power Apps and Power Automate with Teams and SharePoint for improved collaboration