€TRAINING

User SharePoint Online and Power Platform Training

23 - 27 December 2024
Kuala Lumpur (Malaysia)

User SharePoint Online and Power Platform Training

REF: B2291 DATE: 23 - 27 December 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5850 Euro

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 Administratione

- 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