



GTech Learn

"Our focus is your Success"



Self-Paced Course

55215-SP : SharePoint Online Power User

Duration: 16 Hours	Level: Intermediate	Role: Administrator
Certification: Not-Available	Register: Click Here	Instructor-Led: NA

What's included?

- ✓ Learn from Microsoft Certified Trainer (MCT's)
- ✓ Lifetime Access over Videos
- ✓ Exam Preps / Practice Tests
- ✓ Achievement Badges from Microsoft
- ✓ Completion Certificate
- ✓ Discounted Exam Vouchers

What do you get?

- ✓ Full HD Recorded Videos
- ✓ Lab Guides
- ✓ Embedded Quizzes
- ✓ Official Courseware from MS Learn
- ✓ Access From Anywhere
- ✓ Completion Certificate



Business Applications

Training Services

Email: info@gtechlearn.com

Overview

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites in SharePoint Online. Your goal is to learn how to make SharePoint online relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class, you will also learn best practices and 'what not to do' as you watch live, interactive demonstrations and put theory into practice with hands on exercises in SharePoint Online.

Audience Profile

This course is intended for both novice and experienced SharePoint users who wish to make full use of SharePoint Online.

Contents

1 - An Introduction to SharePoint Online

Introducing Office 365 and SharePoint

Getting started with Office 365

The cloud revolution

Login to Office 365

What is Office 365

Using the app launcher

What is SharePoint

Office 365 settings

Introducing Office 365 Groups

Delve

Ownership and Access

OneDrive

2 - Creating Sites

Planning your sites

Create new subsites

The Office 365 tenant

Site templates

Web addresses

Apply a them

Site collections

Building your navigation

Create a new site

Delete subsites

Team site navigation

User interface: classic vs modern

Site contents: classic vs modern

Where does classic come from?

3 - Creating and Managing Web Pages

The types of pages found in SharePoint

- Classic SharePoint pages
- Modern SharePoint pages
- How to use classic team site pages
- Create news and site pages
- Review features of publishing sites
- Web parts
- Save, publish, share and delete pages
- Communication sites
- 4 - Working with Apps
- An introduction to apps
- Co-authoring
- Marketplace apps
- Check In – Out
- Adding apps to a site
- Edit and view file properties
- Create and manage columns
- Quick edit view
- Public and personal views
- File commands
- Managing app settings
- Copy link and Share
- Content approval
- Folders
- Major and minor versioning
- The recycle bin
- Document sets
- Alerts
- Working with files in a library
- OneDrive sync
- Create, Upload and edit files
- Working with classic lists
- 5 - Building processes with Flow and PowerApps
- What are business processes?
- Design and publish a Flow
- Classic tools for designing processes
- Getting started with PowerApps in SharePoint
- Design and test a classic workflow
- Enhance data capture with PowerApps
- Getting started with Flow in SharePoint
- Test a Flow and PowerApps enriched list
- 6 - Customizing Security
- Office 365 Group access
- Share a file
- Updating Office 365 Group Security
- Remove a user
- Managing access to SharePoint
- Customizing SharePoint security
- New sites private vs public

- Create permission levels and groups
- Setup access requests
- Security inheritance
- Share a site
- Security best practices
- 7 - Working with Search
 - Delve
 - Search tips
 - An introduction to SharePoint search
 - Accessing classic search
 - Search in folders, libraries and sites
 - Promoted results
 - Search results
- 8 - Enterprise Content Management
 - Managed metadata service
 - Information management policies
 - An introduction to content types
 - The records center
 - Create and manage content type
 - In-place records management
 - Deploy content types
 - The content organizer
 - Using content types in apps
 - Durable links
 - The content type hub

About GTech Learn

Established in 2011 in the USA, GTech Learn is one of the leading IT training organizations in North America & South East Asia. Driven by its unique USPs, GTech Learn is spurring competition, meeting the unmet needs of customers, assisting in skills upgrade, and supplementing talent pools with its presence in the USA, Canada, Singapore and India. This is consistent with our vision to help our Learners with skills upgrade for enhanced career opportunities.

As a Microsoft Learning Partner, we offer a broad range of learning solutions across the full Microsoft technology stack that can be customized.

Since 2011, GTech Learn has been developing custom-fit learning solutions that involve creating and delivering maximum results.

We have successfully helped all types of businesses, government entities, and individuals. For this reason, GTech has chosen by Microsoft to deliver comprehensive learning programs around the globe.

With flexible learning options, state-of-the-art delivery methods, numerous language preferences, experienced instructors, and complete dedication to our students, GTech Learn has the capabilities to help students develop their Microsoft skill sets and achieve increasingly high standards of productivity while organizations of all sizes realize the full potential of their technology investments.

Our Accreditations with Microsoft



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Microsoft
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Business Applications


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