

M365-47 - MOC 55215 - SHAREPOINT ONLINE POWER USER

Categoria: MS 365

INFORMAZIONI SUL CORSO



Durata:
4 Giorni



Categoria:
MS 365



Qualifica Istruttore:
Microsoft Certified
Trainer



Dedicato a:
Professionista IT



Produttore:
Microsoft

OBIETTIVI

After completing this course, students should be able to:

- Understand the benefits of using SharePoint in real world scenarios
- Create new SharePoint sites to store business information
- Create pages to share news and documents
- Customise the structure of a site to meet specific business requirements
- Create and manage view, columns and apps
- Manage the security of a site
- Use social tools to communicate with groups of people or the entire organization
- Use search to find business information including people to documents

PREREQUISITI

Nessun Prerequisito.

CONTENUTI

Module 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

Lab: Introduction to SharePoint Online

- Log in to Office 365
- Uploading to OneDrive
- Customising your app launcher
- Updating your Delve Profile

Module 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?

Lab: Creating Sites

- Create two sub sites
- Delete a sub site
- Restore a site
- Update the navigation

Module 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

Lab: Create and Manage Web Pages

- Tidy up the Training home page
- Add rich content
- Optional - Add a YouTube video

Module 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

Lab: Working with Apps

- Creating a new library
- Setting up columns and views
- Uploading content
- Setting up alerts and using versioning
- Creating a list
- Deleting and restoring an app

Module 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

Lab: Building processes with Flow and PowerApps

- Creating a new approval flow
- Creating a new PowerApp
- Initiating a business process

Module 6: Customising 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

Lab: Customising Security

- ShareContent in a library
- Create new permission levels
- Create a new security group
- Add and remove users
- Modifying inheritance of sites/apps

Module 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

Lab: Customising Security

- Add staff to your site
- Create permission levels and groups
- Remove access for a user
- Lock down to open up apps
- Optional - Add the auditors to a workflow

Module 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

Lab: Social

- Post an update to the Training newsfeed
- Update your profile

Materiale didattico: Materiale didattico ufficiale Microsoft in formato digitale

Costo materiale didattico: 260 € incluso nel prezzo del corso a Calendario

Natura del corso: Operativo (previsti lab su PC)