SharePoint Online Power User
Course 55215BC

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 exercise .

CODE: ED21A14

DURATION: 28 hours

START DATE: 15/4/2021

AUDIENCE PROFILE:

Υπεύθυνοι Διαχείρισης του SharePoint Online όπως άτομα του τμήματος Πληροφορικής, Power Users (χρήστες με αναβαθμισμένη πρόσβαση) του Share-Point Online, Υπεύθυνοι Τμημάτων και Διευθυντές.

PREREQUISITES FOR PARTICIPATION:
No previous experience is required

TRAINING LANGUAGE:

Greek

TRAINING MATERIALS:

Courseware in the English Language

METHODOLOGY:

Lecture, discussion, demonstration and practice.

COURSE OBJECTIVES:

Upon completion of this course the participants will :
- 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 mange view, columns and apps
- Manage the security of a site
- Use social tools to communicate with groups of people or the entrie organization
- Use search to find business information including people to documents

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VENUE: Webinar

DATES & TIMES:

THURSDAY, 15/04/2021 8:15 - 16:00

FRIDAY 16/04/2021 8:15 - 16.00

WEDNESDAY, 21/04/2021 8:15 - 16.00

FRIDAY 23/04/2021 8:15 - 16:00

PARICIPATION COST:
The cost incudes the course notes and certificate.
In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

Participation Cost
- Total Cost: €800
- HRDA Subsidy: €476
- Net Cost: €324

For Unemployed
- Please contact us

SharePoint Online

COURSE TOPICS

Unitd 1: An Introduction to SharePoint Online

Let's get started with SharePoint online by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint Online to manage and share content, create engaging web page, automate business processes and make good business decisions with Business intelligence. We will also discuss who will be the typical users in our sites and the role of the site collection administrator. Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner, we're sure that you will be amazed with the potential that SharePoint Online has to offer an end user.

Lessons:

- 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 1: Introduction to SharePoint Online

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

After completing this module, students will be able to:

- Describe popular reasons to use SharePoint Online
- Understand user roles in SharePoint Online
- Log in to Office 365
- Navigate to SharePoint Online

Unitd 2: Creating Sites

Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites. This will allow you to understand existing sites that other people have created as well as making good decisions when building new sites.

As a site owner, you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each sites function and appropriate use. Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your test site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

SharePoint Online

COURSE TOPICS

Lessons:

- 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 1: Creating Sites
- Create two sub sites
- Delete a sub site
- Restore a site
- Update the navigation

After completing this module, students will be able to:

- Understand the benefits of using site templates when creating new sites
- Correctly use Site Collections and Sites
- Control site navigation
- Delete and Restore sites

Unitd 3: **Creating and Managing Web Pages**

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.

SharePoint can also be used as an Intranet for internal news. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has publishing sites and communication sites.

Lessons

- 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 1: Create and Manage Web Pages

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

After completing this module, students will be able to:

- Know when to create pages
- Create all types of page
- Add content to a page including images and videos
- Use publishing page content such as renditions and reusable content

SharePoint Online

COURSE TOPICS

Unitd 4: **Working with Apps**

Apps are required to store information such as events, contacts and files in a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customised for a specific business requirement. Apps can be broken down into Lists, Libraries and Market Place Apps. SharePoint lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists, and then reviews popular options.

A document library is a location on a site where you can create, collect, update, and share files including Word, Excel, PowerPoint and PDF. We will show you the benefits of using a library and teach you how best to work with files in a library. An introduction to on premises and SharePoint Marketplace apps is provided to show how to extend site functionality beyond what Microsoft has provided in the SharePoint Online platform.

Lessons:

- 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 1: 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

After completing this module, students will be able to:

- Understand the App template available in SharePoint Online
- Create new apps to store business information
- Customize apps with Columns, Views and App settings, to make them relevant to specific business requirements
- Use SharePoint Apps with other Office applications including Excel and Outlook
- Sort and Filter documents

SharePoint Online

COURSE TOPICS

Unitd 5: **Building processes with Flow and PowerApps**

Building your business processes into SharePoint has been made simple and powerful with the introduction of code-free solutions to capture information and automate tasks. From SharePoint, discover Flow, a workflow designer that allows you to integrate lists and libraries into your other favourite Office 365 apps and business services. Additionally, we will show you PowerApps, a form designer that allows you to bring a tailored experience to your SharePoint lists, allowing users to document information from their web browser on their PC or even on a mobile app!

This module is designed to show you the integration capabilities between SharePoint, Flow and PowerApps. We offer a full 2-day class for building Flow and PowerApp solutions that connect to other services.

This module will also cover SharePoint's classic workflows, allowing users to build simple approval processes within lists and libraries.

Lessons

- 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 1: Building processes with flow and

powerapps

- Creating a new approval flow
- Creating a new powerapp
- Intating a business process

After completing this module, students will be able to:

- Understand how to create a new approval flow
- Understand how to create a new powerapp
- Understand a instating a business process

Unitd 6: **Customising Security**

Security is an important element of any site. You will see instructor-led demonstrations of the best practices for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customise permission levels. This means that you can create levels of access that are aligned with the responsibilities of your sites users. An example of this would be allowing a group of users the ability to upload content but not delete content.

You will also see how to use the Share button to quickly share documents with other users.

Lessons

- Office 365 Group access
- Share a file
- Updating Office 365 Group security
- Remove a user
- Managing access to SharePoint
- Customising SharePoint security
- New sites private vs public

SharePoint Online

COURSE TOPICS

Lab 1: Customising Security

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

After completing this module, students will be able to:

- Understand how to share content in a library and the assoiated permissions
- Understand how to create new permission levels and security groups
- Understand how to add and remove users

Unitd 7: Working with Search

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help you to efficiently locate the information you need. In Office 365, as well as searching SharePoint, Delve offers a more personalized experience by identifying useful and trending content and bringing it to you.

While SharePoint's search is rich and intelligent, site owners can make customisations to search to improve its relevance to an organisation. We will show common techniques used by site owners to improve search results by promoting specific content when a certain keyword is used.

Lessons

- Delve
- Search tips
- An introduction to SharePoint search

- Accessing classic search
- Search in folders, libraries and sites
- Promoted results
- Search results

Lab 1: Customising Security

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

After completing this module, students will be able to:

- Understand security objects in SharePoint Online
- Invite and remove people to and from their SharePoint Online Site
- Use Share options
- Customise security using SharePoint Groups and Permission Levels

Unitd 8: Enterprise Content Management

Traditionally teams make use of file templates or manual processes to ensure information is collected and retained correctly. This may be a choice your team makes or a decision that is more universal across your organisation. In this module, we will help your team establish reusable file templates and automate document lifecycle management. An example of this would be removing old unwanted content from your site automatically.

To achieve this, you will learn about a variety of SharePoint features including managed metadata,

SharePoint Online

COURSE TOPICS

Lessons

- 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
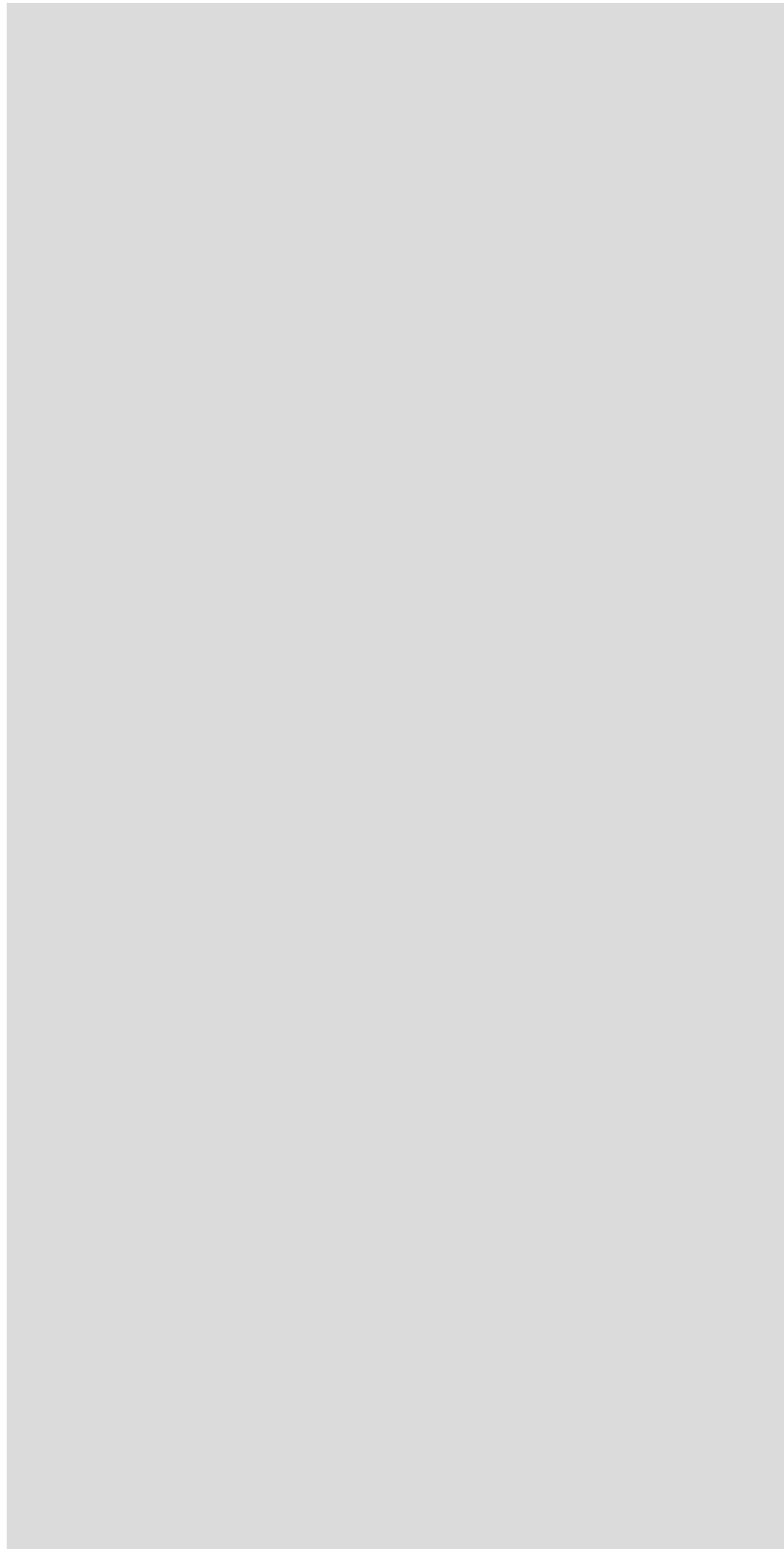- Using content types in apps
- Durable links
- The content type hub

Lab 1: Social

Post an update to the Training newsfeed

Update your profile

After completing this module, students will be able to:

- Describe the benefits of using SharePoint social tools
- Create social content including blog posts, discussions and newsfeed posts

EdiTC EDUCATION & INFORMATION TECHNOLOGY CENTRE

Registration Form

Seminar Code: ED21A14 — Title: SharePoint Online Power User - Course 55215BC   **Start Date: 15/4/2021**

A. Organization's details (if applicable)

Company/Organization:		Size:	☐Small	☐Medium	☐Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)

☐Mr ☐Ms	Name		Surname		
Title/ Job Position:		Email:			
Job description:		Telephone/Mobile:		Fax:	
Reasons for participating in the seminar:					

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

C. Participation Cost

PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)

Please invoice ☐The participant   ☐The company   Credit Customer Number (if applicable):

☐   For participants entitled the Human Resource Development Authority (HRDA)   € 476

☐   For participants **not entitled** the Human Resource Development Authority (HRDA)   € 800

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

Account Name: EDITC LTD   **Account Number**: 115-01-068696-01
IBAN:CY19 0050 0115 0001 1501 0686 9601   **SWIFT/BIC**:HEBACY2N

D. Terms and conditions for participation on EDITC seminars

1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participants) provided that they meet the criteria for participation on this program.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):

Registration Form

B. Participant's Details (2)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (3)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
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B. Participant's Details (4)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:
Reasons for participating on the seminar:				

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B. Participant's Details (5)

☐Mr ☐Ms	Name		Surname	
Title/ Job Position:			Email:	
Job description:			Telephone/Mobile:	Fax:
Reasons for participating on the seminar:				

Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)
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☐**We agree with the above terms and conditions**

Signature: Date:

Stamp (in case of company):