M365-47 - MOC 55215 - SHAREPOINT ONLINE POWER USER

Categoria: **MS 365**

INFORMAZIONI SUL CORSO

Durata:	Categoria:	Qualifica Istruttore:	Dedicato a:	Produttore:
4 Giorni	MS 365	Microsoft Certified Trainer	Professionista IT	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 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

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)