

Microsoft® 365 SharePoint

Essentials - Level 2



Course Overview

This two-day instructor-led course explores several advanced topics of working with SharePoint sites. You will have an opportunity to learn how to manage site collections and site components as a SharePoint administrator and site collection administrator, including branding a site for a custom look and feel, configuring content approval, working with flows and structured content, managing and creating forms, customizing site indexing and searching, using tools for offline work, and performing basic administrative tasks.

Audience

Site Owners and experienced Site Members.

Employees at all levels of the organization, who have a proficient working knowledge of SharePoint and are site owners or who are responsible for managing SharePoint sites within their workgroups.

Price \$695.00 plus HST

Duration 2 Days

Skills Taught

Upon completion of this course, you will be able to:

- brand SharePoint sites
- customize and document libraries and manage approvals
- create flows
- work with content types and manage structured content
- create advanced lists
- create and customize forms
- refine the search experience for site users
- access and work with SharePoint content offline
- manage sites in the SharePoint Admin Center
- manage sharing and permissions
- configure and manage site security settings
- monitor and manage site usage
- perform basic site maintenance tasks



Topics

Branding SharePoint Sites

- Understand modern SharePoint site branding
- Create a Custom Look and Feel
- Describe SharePoint Site Hierarchies and Topologies
- Create and brand a hub site
- Create Page Templates
- Understand Accessibility Features

Customizing Libraries

- Use List and Document Library Templates
- Configure Advanced Library Settings
- Enable Managed Metadata
- Enable Content Approval

Working With Flows

- Create a Document Approval Flow with Power Automate
- Create a Custom Power Automate Flow

Working With Structured Content

- Understand modern Content Types
- Create and Apply a Content Type
- Apply Information Management Policies in Libraries
- Create a Document Set
- Configure the Content Organizer

Customizing Lists

- Create a List From Scratch
- Understand SharePoint Formulas and Functions
- Create Calculated Columns
- Create Lookup Columns
- Configure List Settings

Creating and Customizing Forms

- Use the Microsoft® Forms Web Part
- Customize a SharePoint Form Using Power Apps

Customizing the Search Experience

- Customize Indexing and Crawling Settings
- Customize Site Search Options
- Customize verticals in Microsoft® Search

Accessing and Working With SharePoint Content Offline

- Synchronize SharePoint and Teams files on a Local Device Using OneDrive
- Work with SharePoint files Offline Using OneDrive
- Work with the Microsoft® Lists app
- Work with Microsoft OneNote Integration with SharePoint

Managing Sites in the SharePoint Admin Center

- Manage Site Collections
- Manage Site Admins and Group Owners
- Manage Pending App Requests

Managing Sharing and Permissions

- Understand SharePoint Authentication in Microsoft® 365
- Manage Shareable Links
- Manage Microsoft® 365 Groups and SharePoint Permissions
- Manage Advanced SharePoint Permissions
- Manage Permission Levels

Configuring Site Security Settings

- Understand Tenant Settings vs. Site Settings
- Manage Sharing and Access Control Settings
- Set Page Permissions
- Understand and Manage SharePoint Online Virus Protection
- Manage Execution of Custom Scripts

Monitoring and Managing Site Usage

- Understand SharePoint Online Limits
- Manage Site Storage Limits
- View Site Usage Data

Performing Site Maintenance

- Recover Lost Information using the Recycle Bin
- Restore a Document Library
- Recover a Deleted SharePoint Site