

# SharePoint Online Power User



## Purpose of the training

The training is addressed to a new and experienced administrators who would like to fully learn how to use SharePoint Online



## Benefits of completing the training

Knowledge and skills from Administering and configuring SharePoint Online



## Expected Listener Preparation

Computer skills. An ability to use English language materials.



## Training Language

- Training: English
- Materials: English



## Training Includes

access to Altkom Akademia's student portal

Training method:

lectures + workshops.



## Czas trwania

4 dni / 28 godzin

## Training agenda

1. Introduction to SharePoint Online
  - Discussing SharePoint Online
  - Central information warehouse
  - Managing Internet content
  - Group cooperation
  - Search
  - Social services
  - Workflows
  - Business analytics
  - Trimming securities
  - Roles – Visitor, Members, Owners, site collections administrators, Office 365 administrators.
2. Creating sites
  - Introduction to site topology
  - Where and when to create a website?
  - How to create a new website
  - Site templates
  - Team websites
  - Project websites
  - Blogs
  - Social websites
  - Publishing websites
  - Navigation
  - Changing the layout
  - Structural navigation
  - Deleting websites
  - Recovery of deleted sites.
3. Developing and managing sites
  - Introducing wiki sites
  - Adding wiki sites
  - Adding formatted content to wiki sites

- Incoming links
- Adding and modifying Web Part elements
- Deleting wiki sites
- Reusable content
- Confirming sites before publishing
- Scheduling
- Introduction to websites from Publishing category
- Creating and editing publishing sites
- Using page layouts
- Page metadata
- Site collection images
- Image mirroring.
- 4. Defining business information and storage
  - Manageable metadata service
  - Introduction to content types
  - Creating and modyfikowanie typów zawartości
  - Content type settings
  - The use of content types in applications
  - Content type merging center
  - Implementing content types
  - Information management rules
  - Record center
  - Content organizer
  - Document identifier service
  - On-premises record management.
- 5. Adding and configuring applications
  - Adding lists and libraries
  - Managing list and library settings
  - Adding site columns
  - Creating and managing public views
  - Working with documentation sets
  - Creating application templates
  - SharePoint applications
  - SharePoint app shop
  - Popular list and library templates
  - Adding, modifying, downloading and deleting content in applications
  - Creating and managing columns in applications
  - Sorting and filtering content
  - Personal views
  - Using alerts in applications
  - Integrating Office 2016 office bundle with SharePoint applications.

6. Building processes with workflows
  - Introduction to workflows
  - Workflow scenarios
  - Creating workflows
  - Configuring workflow settings
  - Adding workflows
  - Deleting workflows
  - External workflow tools
7. Adjusting securities
  - Introduction to securities
  - Demanding access
  - Sharing sites and files
  - Approving access demands
  - Creating permission levels
  - Creating groups
  - Inheriting permissions
  - Securing applications, folders, files/elements
  - Securing manageable metadata
  - Securing OneDrive.
8. Communication with the use of community tools
  - Introduction to community tools
  - Updating profile
  - Blog sites
  - News channels
  - Community sites
  - Community website.
9. Working with search
  - Search in SharePoint Online
  - Clearing the results
  - Search criteria
  - Searching persons
  - Search functioning
  - Promoting the results
  - Web Part search elements
  - Adjusting search results.