Microsoft SharePoint

Advanced
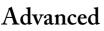
Prerequisites

- A good understanding of Windows
- Experience using Internet Explorer 10 or equivalent browser
- Experience with Microsoft SharePoint Online equivalent to our "SharePoint Intro Course"
- A good knowledge of Microsoft Office 2013 / 2016 applications (Word, Excel, Outlook)

Course Outline

Using Data Apps in SharePoint Online
- Understanding List Apps
- Setting up a Calendar List App
- Setting up a Task List App
- Setting up a Discussion Board List App
- Setting up an Announcement List App
- Setting up a Promoted Links List App
- Attaching Documents to a List Item
- Using Excel for Importing and Exporting List Data
- Create and Build a Custom List App
- Syncing your SharePoint Apps to Outlook

Creating and Using Column Views in SharePoint Online
- Changing the default view of a List or Library App
- Setting up a Column Sort view
- Setting up a Column Filter view
- Setting up a Column Custom Group by view

SharePoint Online Automated Custom Workflows
- What are SharePoint Workflows?
- Activating the Site Collection Workflow Feature
- Create and Configure an Approval Workflow using MS flow
- Create and Configure a Flow for Automation and Processes
- Managing SharePoint Workflows using MS Flow

Using One Drive Connectivity & Data on SharePoint

- What is OneDrive and how can it work with SharePoint
- Sync OneDrive to SharePoint Libraries

Customise your SharePoint site
- Change the look of your SharePoint site
- Change the logo, title, and description of your SharePoint site
- Customize the navigation on your SharePoint site
- Customizing the "modern" experiences in SharePoint Online
- Keep your group updated with News on your group site
- Add a page to a site
- Using web parts on pages
- Upload a folder or files to a document library
- Create a document library in SharePoint Online
- Create a list in SharePoint Online
- Manage your group-connected team site settings
- Delete a SharePoint site or subsite

SharePoint Online Permissions & Security on all SharePoint Environments
- Understanding SharePoint Permissions Levels and best practice for setting up permissions & security
- Creating a New SharePoint Group
- Adding Users to a Group
- Checking User Permissions & security
- Manage Site Permissions & security
- Managing List and Library Permissions
- Managing Individual Item & security
- Document Permissions
- Re-Inheriting Permissions & security
- View Existing Permissions Levels & security
- Create new Permission Levels & security settings

SharePoint Online and Delve
- Accessing relevant business information across SharePoint, Office365 and OneDrive with Delve
- Connecting SharePoint to MS Delve
- User profiles
- Using Delve Discover Functionality