

SharePoint Online for Power Users

Objectives

This 2 day course aims to help delegates gain the skills and knowledge needed to effectively manage the content on a SharePoint Online site and how to structure a site.

Power users will learn how to create and manage pages, document libraries and collaboration lists in sites where they have **design** level access.

Prerequisites

Attendees should have attended the *Microsoft SharePoint Online for Site Members* course to meet the prerequisites for this course..

Modules

The Power User Role

- Design vs. Full Control
- Introducing SharePoint Governance

Site Settings Overview

- Look and feel
- Navigation Settings
- Content and Structure view

Collaboration Lists

- Overview of list types
- Lists vs. Excel
- Creating list apps
- Name, description and navigation
- Custom lists

List Management

- Enabling item versioning
- Advanced list settings
- Exporting lists
- Deleting lists

Document Libraries

- Creating library apps
- Common library settings
- Content ratings

Managing Document Versioning

- Simple Versioning
- Draft and Publish Versioning
- Content Approval
- Approval workflow

Advanced Library Settings

- Permitting folders
- Offline availability

Views

- Creating views
- Editing views
- Deleting views

List and Library Columns

- Data Types
- Column ordering
- Data validation
- Choice columns
- Lookup columns
- Managed Metadata

Site Columns

- Designing site columns
- Create a site column in the root site
- Create a site column in a subsite
- Deleting site columns

Content Types

- Understanding Content Types
- Create a content type
- Configure a content type
- Use a content type
- Delete a content type

Migrating data from network drives

- Upload limitations
- Upload methods
- Using default column values
- Using Quick Edit

Security

- Sharing sites
- Sharing documents
- Checking access
- Discussion: Secure subsites

Page Design

- Edit mode
- Editing text
- Wiki editing
- Link lists
- Adding images
- Adding video
- Asset libraries

Web Parts

- Adding web parts
- Moving web parts
- Editing views
- Editing web part properties
- Promoted Links web part

Ask about bespoke courses...

SharePoint Online is a powerful, versatile and highly customisable product. The Power User role can include many different responsibilities, all of which should be defined in your SharePoint governance plan before training begins.

This course can be tailored to include or exclude content to match your unique requirements.