



Microsoft SharePoint Power Users

Format: One Day
Max Capacity: 6

SharePoint site owners and members will learn how to create, edit and save documents. Create and use team sites, work with libraries and list apps and build site collections and sites. Integrate SharePoint with other Office apps, manage permissions, create automated workflows and work with content types. This course is intended for users that have attended the SharePoint End Users course or equivalent.

This course can be tailored to either SharePoint On-Premise or SharePoint Online.

Course Content

Site Collections

- Understand site collections and sites
- Create team sites
- Customise site design
- Modify site navigation
- Create project sites
- Site templates

SharePoint Pages

- Web parts and app parts
- Adding rich media content
- Create Wiki pages
- Create web part pages
- Create site page

SharePoint Search

- Search in SharePoint
- Set a search alert
- Advanced search

SharePoint Permissions

- View group and user permissions
- Add user/group to a security group
- Inherit/set unique permissions

SharePoint Content Types

- Understand content types
- Create content types
- Use a content type

SharePoint Workflows

- SharePoint Designer workflows
- SharePoint and flow

SharePoint Advanced

- BI in SharePoint & Excel
- Site templates
- Compliance and security