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Sign up

Sharepoint Online training

5 days (35 hours)

Presentation

Strengthen team collaboration with our Sharepoint Online training course. During this course you will learn the fundamentals of Sharepoint for site creation and administration.

We'll start with a practical overview of the tool, introducing you to Office 365 integrations, so you'll quickly get the hang of it. You'll also get to know the structure of sites and [site collections](#) for a better user experience.

Document management is an essential component of training. You'll learn how to manage document versions and access rights. You'll learn how to organize your environment with metadata and optimize search engine performance.

You'll also discover the power of integrations. You'll learn how to [connect Power BI](#), Power Apps, Power Automate and Teams to boost your productivity and analysis capabilities.

Objectives

- Creating a SharePoint site
- Manage lists, libraries and pages
- Collaborate effectively with OneDrive Synchronization
- Designing customized displays for modern displays
- Managing content types and site columns
- Managing SharePoint site security
- Customize a site and workspace
- Using links between Teams and SharePoint

Target audience

- Site managers
- Directors

Prerequisites

Familiarity with the Internet and Microsoft Office workstations.

Sharepoint Online training program

Microsoft 365 and SharePoint Online

- Microsoft 365 solution overview
- Cloud - customer architecture
- Introducing and using SharePoint Online (Hubs)
- SharePoint site customization: title, description, theme
- Practical work
 - Connection to the Microsoft 365 platform
 - Creating a SharePoint site, navigating and finding your way around a site.

Library presentation

- New uses for data management on SharePoint Online
- Discover document libraries
- Multiple document editing, version management, deletion, reservation, etc.
- Create document templates.
- Data life cycle
- Practical work
 - Creating document libraries
 - Import documents from your workstation, create documents online and co-edit as a team
 - Versioning management (reverting to a previous version)
 - Reserve, release a document (extraction, archiving)
 - Restoring documents from the Recycle Bin

OneDrive synchronization - collaborate efficiently

- Synchronize a SharePoint document library using the OneDrive application
- Practical work
 - Synchronize a SharePoint library for document management using office tools, from within the Document Explorer
 - Synchronization settings (online only, offline mode)
 - OneDrive application settings
 - Common problems, best practices

Customize lists and columns

- Discover lists (personalized, contacts, calendar, etc.), list templates
 - List formatting and display customization
 - Formatting columns according to rules
 - Design scenarios
- Practical work
 - Custom list creation and metadata management
 - Creating a list from Excel (best practices)
 - Map display, multiline formatting
 - Creating and modifying columns
 - Use columns to sort and find your documents

Content type

- Content type architecture
- Manage site columns and content types
- Document parameterization, term bank
- Practical work
 - Creation of site columns and content types for use in your libraries/lists

Safety management

- Main principles: authentication, authorization, security groups
- Safety legacy
- Links and differences between SharePoint Groups and Microsoft 365 Groups
- Scenario for creating security levels
- Best practices
- Practical work
 - Setting up site access
 - Add a colleague as a site member
 - Create a collaborator group and check access
 - Manage authorizations at library/list level
 - Create an authorization level for a specific need
 - Managing interactions between M365 Groups and SharePoint security groups

Site and workspace customization

- Create a news page or post
- Audience management
- Discover Web Parts
- Practical work
 - Creating pages
Creating news posts
Managing site navigation
Using audiences to display the same page in different ways depending on the active user
- What's new: Video page templates, video news templates and e-mail templates

Workflows

- Overview. Standard workflows
- Creating, configuring and deploying workflows
- Practical work
 - Add a list workflow

SharePoint links with Teams

- Teams overview and applications
- Links between SharePoint and Teams
- Adding applications for Teams
- Practical work
 - SharePoint sites shared by multiple Teams, secure SharePoint folders for different teams

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire enabling us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives with regard to the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.

