

MICROSOFT SHAREPOINT- SUPER USER



Corporate IT Course

LEARNING OUTCOMES

- Design permission roles and manage users and groups following best practices.
- Create and configure SharePoint sites, lists, libraries, and web pages to display content effectively.
- Plan and structure sites to align with your organisation's needs.
- Customise apps and views with filtering, grouping, sorting, and tailored forms.
- Manage metadata, content types, folders, and document sets efficiently.
- Automate tasks and workflows, including using Microsoft Flow.
- Configure personal sites, profiles, and collaboration tools for your users.
- Generate auditing and content reports, including integration with Power BI for insights.

COURSE OVERVIEW

Gain the skills and confidence to manage your organisation's SharePoint Online or Office 365 site. This 3-day hands-on course covers site configuration, permissions, lists, libraries, workflows, and day-to-day administration. Learn through practical exercises with expert guidance, small groups, and ongoing support, leaving you ready to confidently manage your SharePoint environment. **Prerequisites:** Participants are required to be capable SharePoint end users

TOPICS COVERED IN THIS COURSE

Introduction to SharePoint Online

Overview of SharePoint Online, roadmap, Office integration points, and understanding site hierarchies.

Planning Permissions and Roles

Define permission roles, integrate with Active Directory, create and organise groups, assign roles, and manage user access effectively.

Creating and Managing Sites

Work with site templates, manage permissions inheritance, choose between Classic and Modern experiences, use the site collection recycle bin, and configure site design and logos.

External Sharing and Security

Implement global and site collection sharing policies, manage access for authenticated and anonymous users, and revoke access when necessary.

Built-in and Custom Apps

Use built-in apps like lists, libraries, surveys, tasks, and discussion boards, and customise apps with columns, lookups, calculations, and indexes.

Content Types and Views

Manage metadata and content types, including document sets and folders, and configure app views with filtering, grouping, sorting, and customised forms.

Workflows and Automation

Enable and customise workflows, use workflow templates, manually start workflows, and gain an overview of Microsoft Flow for automation.

Navigation, Pages, and Reporting

Manage personal sites and profiles, site navigation, create and edit pages with web parts and media, and generate auditing and content reports, including Power BI integration.