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Microsoft SharePoint Online **Advanced Training**

Overview & Learning Outcomes

The skills and knowledge acquired in the Microsoft SharePoint Online – Advanced course are sufficient for SharePoint users to build on their basic understanding of SharePoint.

Upon successful completion of this course you should be able to:

- modify and customise lists and libraries
- create and work with wiki pages
- understand site templates and how to work with them
- customise and work with workflows
- create and work with custom content types and document set content types
- manage the security for a site and its content
- install and use the SharePoint mobile app
- use the social networking features

Prerequisites

There are no pre-requisites for this course.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

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Microsoft SharePoint Online - Advanced **Training Course Outline**

Advanced Lists

- Importing a List From Excel
- Publishing an Excel Table as a List
- Updating Data in a Connected Excel Table
- Adding a Custom List
- Understanding Column Types
- Adding a Column to a List
- Adding a Column With Custom Validation
- The List and Library Settings Page
- Modifying a Column in a List or Library
- Deleting a Column From a List or Library
- Reordering Columns in a List or Library
- Renaming a List or Library
- Changing the Versioning Settings
- Creating Multiple Items From Excel
- Editing the Document Template for a Library
- Deleting a List or Library

Working With Pages

- Understanding Page Types
- Placing the Home Page in Edit Mode
- Modifying the Home Page Layout
- Modifying the Home Page Web Parts
- Creating a New Wiki Page
- Placing a Page in Edit Mode
- Inserting and Formatting Text Inserting Tables Inserting Pictures
- Inserting Links
- Inserting Web Parts Into a Text Editor Control
- Linking to an Existing Wiki Page
- Linking to a New Wiki Page
- Renaming a Wiki page
- Deleting a page

Site Templates

- Understanding Site Templates and Subsites
- Creating a Communication Site
- Customising a Communication Site Home Page
- Creating a Blog Subsite
- The Blog Subsite
- Creating a New Blog Post
- Creating a Team Subsite
- Creating a Project Subsite

SharePoint Workflows

- Understanding Workflows
- Creating a New Workflow
- The Flow Information Page
- The Flow Designer
- Customising a Workflow
- The Flow Homepage
- Testing a Workflow
- Deleting a Workflow
- The Flow Mobile App

Content Types

- Understanding Site Columns
- Understanding Content Types
- Creating a Content Type
- Adding Columns to a Content Type
- Adding a Content Type to a Library
- Using a Custom Content Type
- Changing the Template for a Content Type
- Understanding Document Sets
- Creating a Document Set Content Type
- Configuring a Document Set Content Type
- Using a Document Set Content Type
- Removing a Content Type From a Library

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Managing Security

- Understanding Permissions
- Understanding Inheritance
- Breaking Permissions Inheritance
- Viewing Permissions for Groups
- Viewing Permissions for Users
- Adding Users to a Group
- Removing Users From a Group
- Creating a Custom Group
- Modifying a Group
- Deleting a Group
- Viewing Permissions on Libraries and Lists
- Granting Unique Permissions to a Library
- Restoring permissions inheritance
- Creating customized permission levels

The SharePoint Mobile App

- Signing in to the SharePoint Mobile App
- Navigating the SharePoint Mobile App
- Navigating a Site in the Mobile App
- Working With People
- Working With Me

Social Networking

- Understanding Delve
- Accessing Delve
- Editing Your Profile Page
- Checking the Language and Region Settings
- Working With Boards
- Working With Favourites
- Using Your Blog
- The Delve Mobile App

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