

Power Platform with SharePoint Online

Duration: 5 days (40 hours)

Module 1: Introduction to SharePoint Online (365) & Power Platform Overview

- What is SharePoint & Its Features
- Reasons to Use SharePoint Online (Advantages)
- Customizing Your App Launcher
- Introducing Office 365 Groups
- Ownership and Access
- User Roles in SharePoint Online
- Introduction to Power Platform
- Environments and Solutions
- Connectors

Module 2: Navigating and Managing SharePoint Online (365)

- Navigating SharePoint Sites
- Site Collections & Features
- Creating, Deleting, and Restoring Sites & Subsites
- Using Lists to Track Information
- Using Document Libraries to Share and Organize Documents
- Building Navigation
- Classic vs Modern Interface
- Creating and Managing Columns
- Major and Minor Versioning
- Sorting and Filtering Documents
- Co-Authoring and Check-In/Out
- Recycle Bin Usage

Module 3: Designing SharePoint Online (365)

- Types of Web Pages
- Creating and Managing Web Pages (News, Site Pages)
- Adding Different Content (Pictures, Videos, Maps, etc.)
- Section & Web Parts
- Introduction to SharePoint Apps and Integration with Office Applications
- Review Features of Publishing Sites
- Save, Publish, Share, and Delete Pages
- Using Plugins, Effects and Custom Templates

Module 4: SharePoint Online Security (365)

- SharePoint Sites: Private vs Public
- Managing Access and Permissions
- Creating Permission Levels and Groups
- Security Inheritance (Subsite Example)
- Best Practices in Security
- Updating Office 365 Group Security
- In-Place Records Management

Module 5: SharePoint Online Search (365)

- Introduction to SharePoint Search
- Search Tips and Results
- Hiding Files from Search
- Search in Folders, Libraries, and Lists
- JSON Formatting

Module 6: Microsoft Power Platform Overview

- Business Value of Power Platform
- Power Automate Overview
- PowerApps Overview
- Power BI Overview

Module 7: Power Platform Overview, Environments and Solutions

- Understanding the components of Power Platform
- Best Practices for Environments and Solutions
- Types of Environments and Solutions
- Moving across environments: Solution Deployment, Version Control, Pipeline and using Environment Variables
- Security and User Access Management

Module 8: Power Apps (Canvas and Model-Driven Applications)

- Best Practices
- Building a Canvas App from Scratch
- Customizing a Canvas App with Power Fx Formulas
- Using Canvas App with different data sources
- Designing and Creating Model-Driven Apps
- Configuring Forms, Views, Charts, and Dashboards
- Using Copilot to Build Apps and Tables

Module 9: Power Automate Flows & Copilot

- Types of Cloud Flows (Scheduled, Automated, Instant)
- Designing Automation with Power Automate
- Power Automate Logics, conditions, loops, parallel branches, approval and dynamic content
- Creating and managing custom connectors
- Building and Testing Flows in SharePoint
- Building Prompts with Copilot

Module 10: Power BI and Dashboards

- Features and Capabilities of Power BI
- Building a Dashboard from Scratch
- Reflecting Real-Time Data in SharePoint Online Pages
- Configurations (Gateway, Refresh, etc.)
- Case Study: Building a Dashboard