

# SharePoint Online Super User Training Program

**Comprehensive 5-Day Schedule featuring Administration, Advanced Security and Scripting**

**Duration: 40 Hours**

## Table of Contents

- **Day 1: Getting Started with SharePoint Online and Creating Your First Sites**

- Module 1: Exploring SharePoint Online within Microsoft 365**

- Introduction to Cloud Computing and Microsoft 365 Environment
    - Understanding Microsoft 365 Groups: Concepts and Hands-On Practice
    - Managing Access and Permissions: Roles, Ownership, and User Rights
    - First Steps in Microsoft 365: Logging In, Navigating the App Launcher, and Personalizing Settings
    - Overview and Practical Use of OneDrive for Storage and Collaboration

- Module 2: Foundations of Site Creation in SharePoint Online**

- Planning Effective Site Structures for Teams and Projects
    - Managing Tenants, Web Addresses, and Site Collections
    - Step-by-Step Guide to Building New Sites and Subsites
    - Customizing with Site Templates and Visual Themes
    - Designing Site Navigation to Enhance User Experience
    - Recovering Deleted Sites and Understanding Site Lifecycle

- **Day 2: Advanced Site Management, Web Page Creation, and Team Collaboration**

- Deep Dive into Hub Sites: Creating, Linking, and Managing Related Sites

- Module 3: Web Page Creation and Management in SharePoint**

- Understanding Page Types: Modern vs. Classic Experience
    - Creating News and Information Pages with Web Parts
    - Publishing, Scheduling, and Managing Content Lifecycle
    - Using Communication Sites for Broad Announcements

- Module 4: Collaborative Workflows with Lists, Libraries, and Apps**

- Introduction to SharePoint Apps and Marketplace Integration
    - Configuring Libraries, Document Security, and Version Control
    - Building and Managing Lists: Columns, Views, and Customization
    - Content Approval and Document Set Management
    - Uploading, Editing, and Sharing Files Securely
    - Optimizing Co-authoring, Check-in/Check-out, and Alerts

- Using Properties, Sorting, Filtering, and Editing Data Efficiently
- Exploring Folders, Recycle Bin, and Syncing with OneDrive
- **Day 3: Automating Processes, Building Apps, and Enhancing Security**

#### **Module 5: Streamlining Business Processes with Power Automate and Power Apps**

- Understanding Process Automation and Workflow Design
- Hands-On with Power Automate: Creating and Testing Workflows
- Introduction to Power Apps: Building Custom Data-Capture Solutions
- Integrating Lists with Power Apps and Flow for Real-Time Business Logic
- Enabling Mobile Access and User Interaction with Custom Apps

#### **Module 6: Advanced Security Practices in SharePoint Online**

- Managing Microsoft 365 Group Access and Security Settings
- Granting and Removing Access to Sites, Files, and Folders
- Creating and Managing Custom Permission Levels and Security Groups
- Configuring Permission Inheritance and Site-Level Security
- Best Practices for Ongoing Security Management and User Governance

- **Day 4: Mastering Search and Managing Enterprise Content**

#### **Module 7: Leveraging SharePoint's Search Capabilities**

- How to Search Across Sites, Libraries, and Microsoft 365 Content
- Interpreting Search Results and Applying Advanced Search Techniques
- Accessing Intelligent and Personalized Search Features

#### **Module 8: Effective Enterprise Content Management**

- Managing Organizational Metadata with the Managed Metadata Service
- Developing, Deploying, and Controlling Content Types
- Setting Up and Enforcing Information Management and Retention Policies
- Understanding Records Management and Application to Document Control
- Applying In-Place Records Management Features
- Implementing Retention Labels and Policies for Compliance
- Automating Content Routing and Maintaining Durable Links
- Safeguarding Information with Data Loss Prevention and Sensitivity Labels
- eDiscovery for Site and Data Protection—Legal Holds, Content Search, and Data Retrieval

- **Day 5: Advanced SharePoint Design, Scripting, and Customization**

- Module 9: SharePoint online automation and scripting**

- Introducing Automation and Scripting Options in SharePoint Online
    - Overview of Scripting Tools and When to Use Them
    - Automating Administration with PowerShell for SharePoint Online
    - Introduction to SharePoint Framework (SPFx): Modern Development Approaches
    - Leveraging PnP PowerShell for Enhanced Management and Customization
    - Customizing Sites with Automation Scripts and Templates
    - Formatting Custom Lists Using JSON for Better User Interfaces
    - Building and Deploying SPFx Web Parts and Extensions
    - Establishing Customization Best Practices for Reliability and Security
    - Diagnosing Issues: Troubleshooting Common Problems and Solutions
    - Finding Help: Resources and Support Channels for Super Users