

KOENIG SOLUTIONS • COURSE OUTLINE

SharePoint Online Essentials (Advanced Features)

Comprehensive Two-Day Course Outline

2 Days

16 HOURS

4

MODULES

46

TOPICS

COURSE OVERVIEW

This course covers the core features of SharePoint Online, starting with an introduction to Microsoft 365, SharePoint concepts, and user roles such as Site Owners. It then looks at planning and creating sites, including site templates, themes, navigation, and hub sites. The course also covers building and managing web pages, communication sites, and news pages using web parts and out-of-the-box design tools. Finally, it addresses collaboration through apps, lists, and document libraries, covering versioning, co-authoring, file security, and sharing.

WHO THIS COURSE IS FOR

Site Owners

SharePoint Administrators

Content Managers

Business Users

Collaboration Coordinators

LEARNING OBJECTIVES

- Explain the core features and user roles within SharePoint Online
- Plan and create SharePoint sites using templates and themes
- Build navigation across sites, subsites and hub sites
- Create and manage web pages using web parts and design tools
- Add communication sites and news pages for internal content
- Configure lists and libraries to organise business information
- Apply versioning, check-in and check-out controls to files
- Manage file security, sharing and the recycle bin

4 Modules, 46 Topics

DAY 1

01

An Introduction to SharePoint Online

Begin your journey with SharePoint Online by exploring its extensive range of features. Discover popular ways to manage and share content, create engaging web pages, automate business processes, and leverage business intelligence for sound decision-making. This module also covers the roles of typical users on SharePoint sites. Site Owners, in particular, enjoy enhanced functionalities that previously were limited to developers in other business systems. As a Site Owner, you will be impressed by the capabilities SharePoint Online offers.

LESSON 1: INTRODUCING AND PROVISIONING MICROSOFT 365

Introducing Microsoft 365 and SharePoint · What is SharePoint? · Ownership and Access · Getting Started with Microsoft 365 · Login to Microsoft 365 · The App Launcher

02

Creating Sites

Whether you are managing existing sites or just beginning, this module helps you understand site hierarchy and plan your SharePoint sites effectively. Grasp the structure of existing sites and learn to make informed decisions when building new ones. As a Site Owner, explore a variety of site templates to deepen your understanding of their functions and uses. Customise your site's look and feel, apply your business branding, and build a navigation bar to help users seamlessly move between websites.

LESSON 1

- Planning Your Sites
- Web Addresses
- Site Collections
- Create a New Site
- Navigating Your Team Site
- Create New Subsites
- Site Templates
- Apply a Theme
- Building Your Navigation
- Delete Subsites
- SharePoint Hub Sites

03

Creating and Managing Web Pages

SharePoint offers versatile options for building web pages. Learn to update your site's homepage with text, links, images, buttons, videos, and other web parts. Discover best practices for creating multiple pages and linking them together. Most site templates make page creation quick and rewarding, providing essential information and apps. SharePoint can also function as an Intranet for internal news, with classic publishing sites and modern communication sites ensuring controlled release of content.

LESSON 1

- The Types of Pages Found in SharePoint
- Modern SharePoint Pages
- Create News and Site Pages
- Web Parts
- Save, Publish, Share, and Delete Pages
- Design the Page Using Out-of-the-Box Tools
- Add a Communication Site
- Add a Survey to a Page Using Microsoft Forms

DAY 2

04

Collaborate with SharePoint Online

Apps are essential for storing information such as events, contacts, and files within a site. SharePoint provides a variety of apps for different scenarios, all customisable to meet specific business needs. Apps include lists, libraries, and marketplace apps. SharePoint lists structure calendars, discussion boards, contacts, and tasks. This module explains list concepts and reviews popular options. A document library allows you to create, collect, update, and share files such as Word, Excel, PowerPoint, PDF, and more. Learn the benefits of libraries and how to manage different file types. Understand marketplace apps to extend site functionality beyond the standard SharePoint Online platform.

LESSON 1

- An Introduction to Apps
- An Introduction to Libraries
- An Introduction to Lists
- Adding Apps to a Site
- More Options for Adding Lists
- Create and Manage Columns
- Public and Personal Views
- Managing App Settings
- Content Approval
- Major and Minor Versioning
- Uploading Files to a Library
- Create and Edit Files
- Co-author
- Check Out and Check In
- File Properties, Sort, Filter and Details
- Copy Link and Share
- File Security
- Folders
- The Recycle Bin
- Alerts
- Creating a List

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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