

SharePoint Online Power User

This SharePoint Online Power User training course helps trainers and training companies teach advanced SharePoint Online features to experienced users. The course focuses on equipping learners with the knowledge to create, manage, and customize more complex SharePoint sites and features. It begins with Communication Sites, guiding learners through site creation, branding, and navigation enhancements like adding items to a mega menu. Practical exercises reinforce key concepts and allow learners to apply their skills.

Required Prerequisites

- Basic understanding of O365 services.
- Basic understanding of SharePoint Online.

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Module 1: Communications Site

- How to Create a SharePoint Online Communication Site
- How to Brand a SharePoint Online Communication Site
- Using PowerShell to Save a New Custom Theme in SharePoint Online
- How to Add Items to a Mega Menu in SharePoint Online

Labs:

- Creating a SharePoint Online Communication Site
- How to Brand a SharePoint Online Communication Site

Module 2: Hub Sites

- SharePoint Online Hub Sites

Labs:

- Configuring a SharePoint Online Hub Site

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- How to Create a Term Store Group and Term Set in SharePoint Online
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Labs:

- Creating a Term Store Group and Term Set
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Labs:

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Labs:

- Create an Information Management Policy for a List

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Labs:

- Activating and Configuring the Content Organizer Feature

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- Activating the Document ID Feature
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Labs:

- Activating and Configuring the Document ID Service

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- Activating the Document Sets Feature
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- Configuring Document Sets Feature