

SharePoint Site Owner Training

Course Content

About Trainer:

Bijay Kumar Sahoo:

Bijay Kumar Sahoo is a Microsoft MVP (6 time and continuing) in Office Servers and Services category specialized in SharePoint. He has more than 12+ years of experience in Microsoft technologies like SharePoint, Office 365, SharePoint Online, Azure, PowerBI, Nintex etc. Bijay is a SharePoint consultant, trainer and founder of TSInfo Technologies a SharePoint development company in India. Bijay also focuses on SharePoint technical blogging and blogs in EnjoySharePoint.com and SharePointSky.com.

MVP Profile URL: <https://mvp.microsoft.com/en-us/PublicProfile/5000972>

Course Content:

Module-1: Introduction to SharePoint

- What you need for the course?
- What is SharePoint & Advantages of SharePoint
- SharePoint Userbase
- Types of Users in SharePoint
- Different ways to access SharePoint
- What is Office 365
- Office 365 Plans and Sign up
- Office 365 Services
- SharePoint Online vs SharePoint on-premise
- Office 365 Administration
- Working with Users and Groups
- SharePoint Online Admin Center
- How to enable Self service password reset in Office 365
- How to Change Office 365 Theme

Module-2: SharePoint Site Collection, Sites and Sub Sites

- Site collection and sites - how to consider
- SharePoint Online Modern Experience
- Different ways to create SharePoint Online Site (Classic and Modern Team Site)
- SharePoint Home Site
- SharePoint Classic Site Customization
- SharePoint Subsites

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- SharePoint Online Communication Site
- SharePoint Online Modern Team Site Customization
- SharePoint Online Modern Search Experience
- SharePoint Online Hub Site
- SharePoint Online Pages
- Customize SharePoint Online Modern Site Pages
- SharePoint Online Modern web parts
- Hero Web Part in SharePoint Online
- Customize SharePoint Online Site Left Navigation
- SharePoint Online Recycle Bin
- SharePoint Online Site Template
- How to change SharePoint Online Site URL in Details

Module-3: SharePoint List (Classic & Modern)

- SharePoint Online List
- Add Edit and Delete List items
- Introduction to Calendar, Task, Issues lists, Survey list, Contact list
- Working with Custom list and columns
- Lookup and unique columns
- Understanding List Advanced Settings
- Ratings and Column Ordering
- SharePoint List Versioning
- Content Approval in SharePoint Online List
- SharePoint Calculated Column
- Working with SharePoint List Views
- SharePoint Online List template (classic and modern)
- Alert Me in SharePoint Online List
- Import Spreadsheet in SharePoint Online

Module-4: SharePoint Library (Classic & Modern)

- SharePoint Online Document Libraries
- Add Edit delete document and create template
- Check-in Check-out and Discard Check-out in Document Library
- Working with Columns and Metadata
- Metadata with SharePoint Site Columns
- Enterprise Metadata and Keywords Settings for List and Document library
- SharePoint Online Document Library Versioning
- Content approval in SharePoint Online Document library
- Pin To Top Feature in SharePoint Modern Document Library
- Copy Move and Download Documents in Modern Document Library
- Open with Explorer or View in File Explorer in SharePoint document library
- Working with Document Library Views

- Modern Document Library New Features
- Metadata Navigation and Filtering (Classic Document Library or List)
- Item required attention feature in modern list or library
- How to use content types in SharePoint document library
- Document Sets Vs Folder - How to use Document Sets
- Term Store Management in SharePoint Online
- SharePoint Document Property Promotion

Module-5: SharePoint Permission Management

- SharePoint Online Permission Management with Groups and Permission Levels
- Share a Site - Best Practices
- Access Request Settings in SharePoint Online
- SharePoint Online Modern Team Site Permissions
- SharePoint Online Communication Site Permissions
- SharePoint Online Hub Site Permissions
- Share Link with anonymous users
- SharePoint Document Library or List Unique Permissions
- SharePoint Item Level Permissions
- Share documents with External Users
- Unique permissions to SharePoint Pages based on Users
- How to give unique permission to a folder in SharePoint Online document library

Module-6: Business Process Automation using Power Automate (Flow) and Power Apps

- The Power Platform
- What is Power Apps and Licensing
- Canvas apps vs Model-driven apps
- Create your first app in Power Apps
- Overview of Power Apps Studio
- Customize Power Apps App Part-1
- Customize Power Apps App Part-2
- Customize Power Apps App Part-3
- Create an App for SharePoint List in Power Apps
- Customize SharePoint Online List Form using Power Apps
- Introduction to Microsoft Power Automate (Flow)
- Create Flow for SharePoint List
- Various Microsoft Flow or Power Automate Examples
- Product Approval using Microsoft Flow or Power Automate
- Mobile Flows and Button Flows with Example
- Get Push Notification Microsoft Flow Example

Module-7: Microsoft Power BI

- Introduction to Microsoft Power BI training
- What is Microsoft Power BI
- Power BI Licensing
- Different components of Power BI
- Power BI roles
- Understanding Power BI Desktop interface
- Understanding of Visualization Dashboard and Reports
- Create and Publish your First Visualizations
- Power BI Filters
- Create reports from SharePoint List
- Power BI Slicers
- Add Visuals from AppSource (Hierarchy Slicer)
- Display Data in Table Visual
- Pie Chart Vs Clustered bar chart or Clustered column chart
- Card and Multi row card
- Introduction to Power BI Desktop Query Editor
- Query Editor Examples
- Power BI Calculated and Conditional Column
- How to split column in Power BI
- Introduction to DAX
- Difference between calculated column and measure in Power BI
- How to use Function and IF in Power BI
- Aggregation Function Sumx and Filter Example
- Variables in Power BI
- Power BI Table Functions
- Publish and Share Power BI report
- Publish to Web Power BI report
- Embed Power BI reports in Microsoft Teams
- More coming soon

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