Microsoft SharePoint Power User Course Topics & Outline: Five Day Masterclass Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Lesson 1: Introduction to SharePoint Online for Power Users

1. What is Microsoft 365?
2. What is SharePoint?
3. SharePoint Versions and Licenses
4. Connecting and Navigating
5. SharePoint Terminology
6. SharePoint Permissions Overview
7. SharePoint Governance and Strategy Overview

Lesson 2: Sites, Sub-sites and Architecture in SharePoint Online

1. What are SharePoint Sites?
2. SharePoint Architecture
3. Creating a SharePoint Team Site
4. Creating a SharePoint Communication Site
5. SharePoint Hub Sites
6. Navigation
7. Changing the Look and Feel of SharePoint Sites
8. Managing SharePoint Site Regional Settings
9. Managing Site Features
10. Deleting SharePoint Sites

Lesson 3: Working with SharePoint Online Pages and Web Parts

1. What are SharePoint Pages and Web Parts?
2. How to Create a New Page
3. How to Edit Existing SharePoint Pages
4. Changing the Columns and Rows on a page
5. Saving a Page as a Template
6. Adding, Configuring and Removing Web Parts on a page
7. Removing SharePoint Pages
8. Page Analytics
9. Set a Page as Landing Page
10. Adding a Page to Navigation

Lesson 4: Using SharePoint Library Apps in SharePoint Online

1. What are SharePoint Library Apps?
2. Overview of SharePoint Document Management
3. Creating a new Document Library
4. Uploading Documents to SharePoint
5. Saving Documents to SharePoint
6. Creating New Documents within SharePoint
7. Working with Document Templates
8. Understanding Document Properties
9. Editing Documents
10. Document Versioning and Commenting
11. Using Check-in and Check-out
12. Working with Content Approval
13. Understanding Document Content Types
14. Understanding Document Sets
15. Deleting Documents and Document Recovery

16. Syncing Documents with OneDrive
17. Document Retention and Sensitivity Policies

Lesson 5: Using List Apps in SharePoint Online

1. What are List Apps?
2. Creating a List from a Template
3. Creating a List from an existing List
4. Creating a List from Excel
5. Creating a List Manually
6. Creating and Modifying Columns
7. Understanding List Content Types
8. Attaching a Document to a List Item
9. Importing and Exporting List Data with Excel
10. List Form Layout and Configuration
11. Creating an App using Power Apps from a SharePoint List

Lesson 6: SharePoint Online Taxonomy and Metadata

1. What are SharePoint Taxonomy and SharePoint Metadata?
2. Using the Metadata Service
3. Using the Managed Metadata Column

Lesson 7: Creating and Using Views in SharePoint

1. What are SharePoint Views?
2. Creating a Sort View
3. Creating a Filter View
4. Creating a Custom Group by View
5. Conditional Formatting
6. Using Views on SharePoint Web Parts

Lesson 8: Power Automate and SharePoint Integration

1. Understanding the Basics of Power Automate
2. Creating a List Workflow
3. Creating a Library Workflow
4. Contemporary Approval

Lesson 9: Working With SharePoint Permissions

1. What are SharePoint Permissions?
2. Working with SharePoint Groups
3. Managing SharePoint Site Permissions
4. Managing List, Library and Item Permissions
5. Understanding Permissions Levels
6. Guest User Permissions
7. Content Sharing Permissions

Lesson 10: Working With SharePoint Templates

1. What are SharePoint Templates?
2. Creating List and Library Templates
3. Creating Site Templates

Lesson 11: SharePoint Online and Microsoft 365 Integration

1. Delve and User Profiles
2. Microsoft Teams Integration
3. Microsoft Outlook Integration
4. Microsoft Compliance and Security Centre

What our previous learners have to say:

SharePoint End User Course Feedback

"Excellent. A good sense of humour and someone clearly passionate about the topic. Really enjoyed! Top marks."
SharePoint end user course virtual classroom

"Fantastic person. I could do with a BatPhone for the trainer"
SharePoint end user course Leeds

"Always brings her personality and experience into the training which makes it easier to see how things will work for us."
SharePoint end user course London

"Made the course fun and informative. Would highly recommend *applause*."
SharePoint end user course Ilkeston Derbyshire

SharePoint Power User Course Feedback

"Excellent training, well delivered. Adapted to the audience very nicely. Answered all questions, even those that where tangentially related to course."
SharePoint Power User course Weymouth

"Engaging and lovely and knows his stuff. The course is brilliant, I cannot wait to get it up and running. We would highly recommend it to anyone. Thank you so much."
SharePoint Power User course Leeds

"The trainer's knowledge was excellent and she was happy to answer any questions we had in the wider field such as Teams, even those outside of the SharePoint Online platform."
SharePoint Power User course Virtual Classroom

"The training here went really well and the trainer was brilliant."
SharePoint Power User course Hertfordshire

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SharePoint Site Owner Course Feedback

"Very informative, friendly and supportive throughout the course. He opened well for questions and always provided a suitable answer."
SharePoint site owner course Liverpool

"Really good, knowledgeable and approachable, very comprehensive info and feel quite well equipped to try all this for myself."
SharePoint site owner course Edinburgh

"Fantastic and I would go so far as to say he was one of the best trainers I have ever had. I cannot wait until his next training session."
SharePoint site owner course Portsmouth

"Beyond expectations."
SharePoint site owner course Stockport

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