

MS 55215 - SharePoint Online Super User



Days: 4

Prerequisites: No previous SharePoint experience is required. Basic familiarity with Microsoft 365 and working with files in a web browser is helpful.

Audience: Novice and experienced SharePoint users, site owners, power users, and team members who need to create, manage, secure, and improve SharePoint Online sites.

Description: This four-day instructor-led course delivers the complete SharePoint Online site owner experience from start to finish. Students learn to plan and create sites, build engaging pages, manage lists and libraries, customize security, automate processes with Power Automate and Power Apps, improve search, and apply enterprise content management practices. Hands-on activities reinforce best practices and help students make SharePoint relevant to real workplace collaboration needs.

Course Objectives: Students will learn to:

- Explain how SharePoint Online supports content management and collaboration.
- Plan and create SharePoint sites using appropriate templates and navigation.
- Create modern pages, news, and web-part experiences.
- Build and manage lists, libraries, columns, views, versioning, and content approval.
- Use Power Automate and Power Apps to automate processes and improve data capture.
- Configure permissions, security groups, inheritance, and sharing.
- Use and improve SharePoint search experiences.
- Apply content types, managed metadata, policies, and records-management tools.

OUTLINE:

MODULE 1: AN INTRODUCTION TO SHAREPOINT ONLINE

- Microsoft 365 and SharePoint
- Microsoft 365 Groups
- Ownership and access
- The app launcher and settings
- Delve and OneDrive

MODULE 2: CREATING SITES

- Planning sites and site hierarchy
- Site collections and web addresses
- Modern and classic experiences
- Site templates and subsites
- Themes and navigation
- Delete and restore sites
- SharePoint Hub Sites

MODULE 3: CREATING AND MANAGING WEB PAGES

- Modern SharePoint pages
- Create news and site pages
- Add and configure web parts
- Save, publish, share, and delete pages
- Communication sites
- Classic team and publishing pages

MODULE 4: WORKING WITH APPS

- Lists, libraries, and marketplace apps
- Create and manage columns and views
- App settings and content approval
- Versioning and document sets
- Upload, create, edit, and co-author files
- Check out, check in, properties, and grid view
- Sharing, security, folders, recycle bin, alerts, and sync

MODULE 5: BUILDING PROCESSES WITH POWER AUTOMATE AND POWER APPS

- Business processes and classic tools
- Power Automate in SharePoint
- Design and publish a flow
- Power Apps in SharePoint
- Customize data capture
- Test an integrated app and flow

MODULE 6: CUSTOMISING SECURITY

- Microsoft 365 Group access
- Public and private sites
- Access requests and sharing
- Permission levels and security groups
- Permission inheritance
- Site collection security groups
- Security best practices

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MODULE 7: WORKING WITH SEARCH

- SharePoint search locations
- Search results, filters, and operators
- Search tips
- Delve
- Classic search
- Promoted results

MODULE 8: ENTERPRISE CONTENT MANAGEMENT

- Managed metadata service
- Site columns and content types
- Information management policies
- Records management
- Records centers and in-place records
- Content organizer and durable links