SharePoint Power User

Days: 2

Prerequisites: To ensure your success in this course, you should have SharePoint site user skills such as the ability to view and enter data in SharePoint lists and libraries, and to navigate a typical SharePoint site. You should also have intermediate site builder skills such as the ability to create a SharePoint site, apply a site template, populate sites with pages, create lists and libraries, and connect a site to a hub site.

Audience: This course is designed for Microsoft SharePoint site users who are already comfortable using SharePoint as a site user (site visitor or site member), but who want to advance to creating new sites and integrating them with features like Power Apps. This course is designed for students who already have experience creating Modern SharePoint sites and populating them with content, who want to learn advanced features to extend SharePoint's capabilities, make information easier to find and manage, use SharePoint features to improve governance and compliance, and improve the security of information and services within the SharePoint environment.

Description: Microsoft® SharePoint®, in conjunction with the Microsoft 365 suite of productivity and office automation tools, provides tools to create and manage a corporate intranet, facilitate content sharing and collaboration, and enable users to create, access, store, and track documents and data in a central location. By default, SharePoint provides end users with a generous set of permissions, enabling users to create and customize their own sites as site owners, and create and collaborate on team site content. Users who have grown comfortable with these fundamental content-authoring capabilities may want to move on to more advanced features, such as connecting multiple SharePoint sites through a hub, importing list data from external sources, implementing user input validation features, applying conditional formatting, and using Power Apps® to provide custom user interfaces for data collected in SharePoint. This course focuses on issues related to planning and implementing an intranet with multiple communication sites and team sites interconnected through a hub site to provide unified navigation search, and formatting.

Course Objectives: In this course, you will create a SharePoint team site and a communication site, connect them with a hub site, create custom page layouts, perform advanced tasks in libraries and lists, and integrate a Power Apps custom application with SharePoint.

You will:

- Plan and create a SharePoint-based multi-site intranet, including team and communication sites.

- Associate multiple sites with a hub site to provide unified navigation, search, and theme.

- Use advanced SharePoint features to manage content creation in lists and libraries, including custom page templates and various methods to import data.

- Configure lists with various input validation features to improve the quality of data entry and presentation.

- Use Power Apps Studio to create a custom user interface for entering data in a SharePoint list.

- Create a custom site template to reduce the time spent creating similarly configured SharePoint sites.

- Configure managed metadata, including custom term sets, content types, and metadata-based navigation.

- Control access through permissions.

- Improve overall security of sites, lists, libraries, folders, list items, and documents.

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