

**SharePoint Online for Power Users**

**Course Number:** SHPT-420
**Duration:** 2 days

**Overview**

Accelebrate's SharePoint Online for Power Users training course is a heavily hands-on workshop that teaches attendees how to use SharePoint Online to build business solutions. This course uses both Modern Views and Classic Views.

**Prerequisites**

Attendees should have a basic understanding of SharePoint list and libraries, but no prior experience is required.

**Materials**

All attendees receive courseware covering the subjects in the course.

**Software Needed on Each Student PC**

All attendees must have a full installation of Office 2016, or later, as well as a modern browser such as Microsoft Edge or Google Chrome.  We can either use your SharePoint server or ours for the class.

**Objectives**

All students will learn how to create:

* A New Site Collection
* Modern Sites Intranet
* A Phone Messages List
* Document Library Templates
* SharePoint Content Types
* Workflows
* Document Sets

**Outline**

* Introduction
* Working with Lists
	+ Compare the classic and modern interfaces
	+ Create a New List
	+ List Columns
	+ Views of the items in the list
* Documenting Library and Templates
	+ Compare the classic and modern interfaces
	+ Create a New Document Library
	+ Office Templates
	+ Site Columns
	+ Library Templates
* Using Content Types
	+ Custom Content Types
	+ Document Properties in MS Word
	+ Content Search Web Part
* Using the SharePoint Calendar App
	+ Calendar Features
	+ Calendar Overlays
	+ List Column Lookups
	+ Connecting to Outlook
* Connecting Web Parts
	+ Wiki vs Web Part Pages
	+ Creating a List from Excel Data
	+ Web Parts
	+ Filtering Data in a Web Part
* Workflows
	+ The general principle behind workflows
	+ The difference between a flow and a workflow
	+ The difference between a list workflow and a reusable workflow
	+ Differences between SharePoint 2010 and 2013 workflows
	+ How to check a workflow
* Creating a Dashboard (Charts and Graphs) with Excel Web Access
	+ Excel Web Access Features
	+ Connecting Excel to a web part
	+ Updating Charts in SharePoint
* Working with Document Sets
	+ Document Sets
	+ Managed Term Sets
* Putting it all Together