



SharePoint Online Power User (55215)

ID 55215 **Price** CHF 3,380.—(excl. VAT) **Duration** 4 days

Who should attend

This course is intended for both novice and experienced SharePoint users who wish to make full use of SharePoint Online.

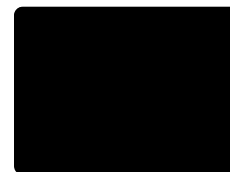
Course Objectives

After completing this course, students will be able to:

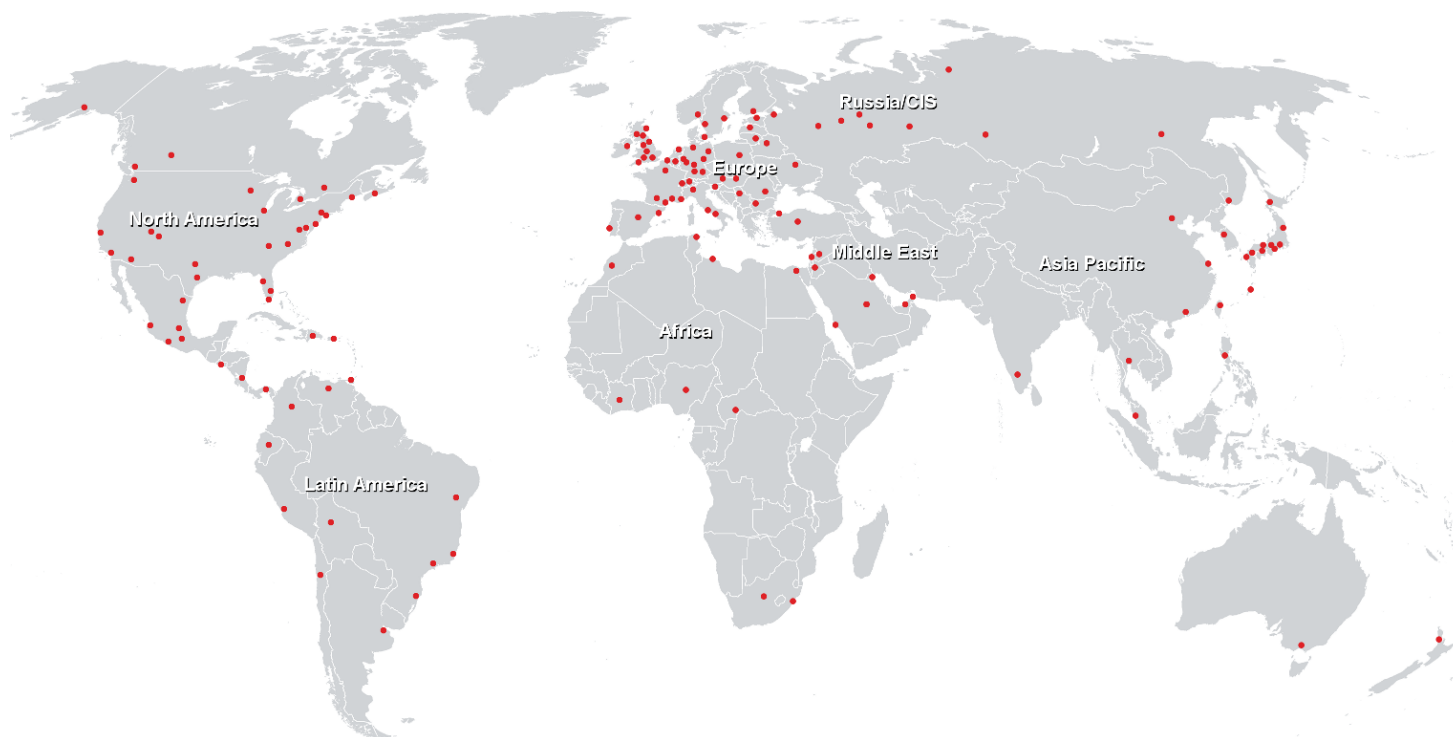
- Understand the benefits of using SharePoint in real world scenarios
- Create new SharePoint sites to store business information
- Create pages to share news and documents
- Customize the structure of a site to meet specific business requirements
- Create and manage view, columns and apps
- Manage the security of a site
- Use social tools to communicate with groups of people or the entire organization
- Use search to find business information including people to documents

Course Content

- An Introduction to SharePoint Online
- Creating Sites
- Creating and Managing Web Pages
- Defining Business Information & Retention
- Adding and Configuring Apps
- Building Processes with Workflows
- Customizing Security
- Communicating with Social Tools
- Working with SearchShare



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