



## SharePoint Online Power User (55215)

**ID 55215 Price CHF 2,720.—(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



Training Centres worldwide



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