

Course : SharePoint Online, Advanced Designer

Practical course - 2d - 14h00 - Ref. SHR

Price : 1400 CHF E.T.



Customize your SharePoint sites with new display techniques for lists and columns. Optimize administration and ensure space consistency by harnessing the power of scripting.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand SharePoint's main administrative functions
- ✓ Customize and organize modern SharePoint rooms
- ✓ Designing customized displays for modern displays
- ✓ Mastering good safety practices
- ✓ Using links between Teams and SharePoint

Intended audience

Editorial managers, project managers, contributors in charge of running and upgrading a SharePoint Online portal, managers of SharePoint Online sites on a corporate intranet.

Prerequisites

Good knowledge of using SharePoint Online sites or knowledge equivalent to that acquired in the course "[SharePoint Online, designer" (ref. OFU).

Practical details

Hands-on work

Theoretical input, exchanges, experience sharing, demonstrations, tutorials and case studies

Teaching methods

Active teaching based on exchanges, examples, practical exercises and evaluation throughout the course.

Course schedule

PARTICIPANTS

Editorial managers, project managers, contributors in charge of running and upgrading a SharePoint Online portal, managers of SharePoint Online sites on a corporate intranet.

PREREQUISITES

Good knowledge of using SharePoint Online sites or knowledge equivalent to that acquired in the course "[SharePoint Online, designer" (ref. OFU).

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 External SharePoint site administration

- The correlation between a SharePoint site and Microsoft 365, Outlook, and Teams groups.
- The main functions and applications of the SharePoint administration center.
- Manage members and settings for sharing and exchanging e-mails and Outlook.
- Set site creation and sharing permissions.
- Manage SharePoint shares with the Microsoft 365 administration center.

Hands-on work

Create Microsoft 365 users and groups

2 Internal administration (via site settings) of SharePoint site

- Customize a site's theme, header and navigation.
- Manage audience parameters, hub associations and advanced site parameters.
- • Gérer les paramètres avancés des bibliothèques de contenu (site et canaux Teams) d'un site.
- Manage members: individual members and guests of the organization.
- Manage group members, shares, access requests and advanced permissions.

Hands-on work

Create a site containing all existing and possible elements and parameters

3 Customize your Microsoft 365 organization

- Customize the organization theme and set parameters for its use
- Customize your Microsoft 365 (and SharePoint) login screen

Hands-on work

Create a theme customization and organization login screen

4 Hubs and their associated sites

- Create a hub team site using the SharePoint administration center
- Associate sites with a hub (using the site interface or administration center)

Hands-on work

Create a hub site, create sites and link them to the hub, with SharePoint

5 Access security management

- Microsoft 365 group-based security (Microsoft 365 groups and Security groups)
- Scenario for creating security levels (best practices)

Hands-on work

Create Microsoft 365 and Security groups and integrate them into a site

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Automation and management of SharePoint administration tasks with PowerShell

- Install SharePointPnPPowerShellOnline and PnP.PowerShell.
- Create SharePoint sites, hub sites and site associations
- Customize site properties and permissions
- Create a JSON site script and a site template that can be used to create SharePoint sites
- Replacing PowerShell with Microsoft Graph

Hands-on work

Use PowerShell to create a hub site, create sites and associate them with the hub, use the interactive Microsoft Graph API tool to obtain information about the SharePoint site.

7 Using external applications for SharePoint

- Install applications using the Microsoft AppSource catalog
- Add applications to a SharePoint site using site settings
- Integrating Web Parts applications into SharePoint pages

Hands-on work

Installing and integrating an external application in a SharePoint page

8 SharePoint links with Teams

- Introducing Teams and its uses.
- Links between SharePoint and Teams.
- Adding applications for Teams.

Hands-on work

SharePoint site sharing across multiple Teams, securing SharePoint folders according to teams, managing shared channels within sites, integrating applications with Teams.

Dates and locations

REMOTE CLASS

2026 : 18 June, 28 Sep., 3 Dec.