SharePoint e-learning channel

Practical course - 1d - 06h44 - Ref. 8SH
Price : 190 CHF E.T.

Transform the way you collaborate with SharePoint. Discover how this platform can boost productivity and cohesion within your team with our specialized channel. SharePoint is much more than just a document storage platform. It's a complete collaboration and content management tool that enables teams to work seamlessly from remote locations. From creating team websites to managing documents and workflows, SharePoint offers a range of powerful features to simplify work processes and boost organizational efficiency. Are you ready to unleash your team's full potential with SharePoint?

Teaching objectives

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

- Know how to administer, create site collections and manage content.
- Handle SharePoint libraries and lists.
- Manage the lifecycle of data stored in site collections.
- Create a workflow with Power Automate.
- Connect reports to a SharePoint list.
- Create, move and copy folders in your environment.
- Extract and modify files from the online or desktop application.
- Manage different versions of a file.
- Share a file or folder with users outside your team site.
- Use the Microsoft 365 administration panel.
- Configure the Miscrosoft 365 administration panel.
- Know the different administration centers.

Intended audience
Anyone wishing to use SharePoint Online.

Prerequisites
Basic knowledge of Microsoft 365.

Practical details

Digital activities

IT structure: recorded courses, expert videos and best practice sharing.

Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message…) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

Course schedule

1 SharePoint Online, basic features for administration and content management

- SharePoint Online administration center overview.
- Content management: libraries.
- Content management: lists.
- Data lifecycle management.
- Integration with Office 365 components.

2 SharePoint Online, using Microsoft 365 team sites and document libraries

- Discover the Office 365 environment.
- Presentation of team sites and libraries.
- Versioning and file sharing.

3 Microsoft 365, administering the platform

- Identify the Microsoft 365 offer.
- Set up the Microsoft 365 environment.
- Administer your Microsoft 365 tenant with PowerShell.
- Microsoft 365 Defender.