SharePoint Online for Designers
Remote AVIT® certification optional

Hands-on course of 2 days - 14h
Ref.: OFU - Price 2025: 1 260 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Create a site collection

Manage lists, libraries, and pages

Manage types of content, site columns, and the term store

Customize a site and workspace

TEACHING METHODS

Active learning based on examples, demonstrations, experience-sharing, real cases, and an evaluation of what was learned from the training.

HANDS-ON WORK
Administering, setting up, and configuring various components of a SharePoint Online site: Lists, libraries, pages, workflow.

CERTIFICATION
If registering for the AVIT® Microsoft 365 certification option, you must do so at the same time as course registration. The exam is a 60-minute adaptive test that is 70% operations. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session.

THE PROGRAMME

last updated: 04/2024

1) Microsoft 365 and SharePoint Online
- Overview of the Microsoft 365 solution.
- Cloud-side/client-site architecture
- Overview and usage of SharePoint Online.
- SharePoint Online administration.
Hands-on work : Learn about and register for the AVIT® certification option. Creating the Microsoft 365 solution.

2) Overview of libraries and lists
- Tasks, links, calendars, and surveys.
- Announcements, contacts, and discussions.
- Wikis and blogs.
- Libraries of documents, photos, and forms.
- Adding content.
- RSS feeds and alerts.
Hands-on work : Creating task lists, announcements, calendars, and surveys. Creating document and image libraries. About AVIT® certification and how to register for it.

3) Office integration and document management

- Integrating SharePoint with Office.
- InfoPath, SharePoint Designer.
- Customizing columns.
- Adding and modifying content.
- Versioning.
- Approving content.

Hands-on work : Creating Office documents. Modifying columns. Versioning.

4) Type of content

- Architecture of content types.
- Managing site columns and content types.
- Configuring documents, term store.
- Term store and content types.

Hands-on work : Creating and managing the term store, site columns, and content types.

5) Customizing pages

- Creating a web page for an already-existing site.
- Creating a WebParts component page.
- Modifying a web page from WebParts components.
- Publication page.

Hands-on work : Creating a publication page.

6) Customizing sites and workspaces

- Customizing a site: Title, description, theme.
- List and custom WebParts.
- Managing a workspace.
- Directory WebParts.

Hands-on work : Editing a site: Title, theme, WebParts.

7) Security management

- Guiding principles: Authentication and authorization.
- Best practices.

Hands-on work : Setting up access to a site.

8) Workflows

- Overview. Standard workflows.
- Creation, configuration and deployment of workflows.
- Online option: Schedule and take the AVIT® exam within 4 weeks.

Hands-on work : Adding a list workflow.

DATES

REMOTE CLASS
2025 : 18 déc.