

**SharePoint Online for Power Users**

**Course Number:** SHPT-420  
**Duration:** 2 days

**Overview**

Accelebrate's SharePoint Online for Power Users training course is a heavily hands-on workshop that teaches attendees how to use SharePoint Online to build business solutions. This course uses both Modern Views and Classic Views.

**Prerequisites**

Attendees should have a basic understanding of SharePoint list and libraries, but no prior experience is required.

**Materials**

All attendees receive courseware covering the subjects in the course.

**Software Needed on Each Student PC**

All attendees must have a full installation of Office 2016, or later, as well as a modern browser such as Microsoft Edge or Google Chrome.  We can either use your SharePoint server or ours for the class.

**Objectives**

All students will learn how to create:

* A New Site Collection
* Modern Sites Intranet
* A Phone Messages List
* Document Library Templates
* SharePoint Content Types
* Workflows
* Document Sets

**Outline**

* Introduction
* Working with Lists
  + Compare the classic and modern interfaces
  + Create a New List
  + List Columns
  + Views of the items in the list
* Documenting Library and Templates
  + Compare the classic and modern interfaces
  + Create a New Document Library
  + Office Templates
  + Site Columns
  + Library Templates
* Using Content Types
  + Custom Content Types
  + Document Properties in MS Word
  + Content Search Web Part
* Using the SharePoint Calendar App
  + Calendar Features
  + Calendar Overlays
  + List Column Lookups
  + Connecting to Outlook
* Connecting Web Parts
  + Wiki vs Web Part Pages
  + Creating a List from Excel Data
  + Web Parts
  + Filtering Data in a Web Part
* Workflows
  + The general principle behind workflows
  + The difference between a flow and a workflow
  + The difference between a list workflow and a reusable workflow
  + Differences between SharePoint 2010 and 2013 workflows
  + How to check a workflow
* Creating a Dashboard (Charts and Graphs) with Excel Web Access
  + Excel Web Access Features
  + Connecting Excel to a web part
  + Updating Charts in SharePoint
* Working with Document Sets
  + Document Sets
  + Managed Term Sets
* Putting it all Together