

Microsoft SharePoint Development Course Details

Highlights –

1. Microsoft certified professional.
2. 100% support even after training.
3. Free off-line videos.
4. Always provides in-depth and holistic view of technologies and their applications.
5. Explains with real time examples
6. Urban Pro rating – 5/5
7. Interview preparation if required.
8. Builds strong in concepts using mock tests.

1. Microsoft 365 Basics

- What is Microsoft 365?
- Features, versions & benefits of Microsoft 365
- Services provided in Microsoft 365
- Difference between Microsoft 365 & O365?

2. Introduction to SharePoint

- What is SharePoint
- SharePoint & Another CMSs
- History of SharePoint
- SharePoint high-level versions
- SharePoint Online New Features

3. Difference between SharePoint Server and SharePoint Online

4. Which is better SP Online or SP server?

5. Building blocks of SharePoint – Webparts & pages

6. Creating SharePoint sites & Subsites

- Understanding of site hierarchy
- SharePoint OOTB features
- Sharing information with the new communication sites
- Practice
- Quiz

7. Managing SharePoint Security

1. Managing access

- Using SharePoint groups with classic templates
- Creating and managing permission levels
- Handling permission requests
- Managing users in SharePoint

2. Understanding when to use permission inheritance

- Breaking and re-establishing inheritance
- Inheritance with SharePoint groups and Office 365 groups

3. User & Group

- Creating groups and benefits of groups

- Adding users in group
- Site Collection Administration
- Unique permissions

4. Practice followed by Quiz

8. Working with Classic and Modern SharePoint Pages

- Difference between classic and modern pages.
- Distinguishing between modern pages, wiki pages, and web part pages
- Creating and editing content with the new modern pages
- Changing layout for better presentation of information
- Formatting wiki pages
- Working with web parts and another web content
- Practice followed by Quiz

9. Managing Enterprise Content

1. Defining content types
 - Enterprise scale document management with content types
 - Empowering libraries using templates
 - Managing record retention
2. Creating enterprise-wide metadata standardization
 - Defining taxonomy and enterprise information architecture
 - Centralizing metadata for reuse across sites and the enterprise
 - Understanding site columns
3. Leveraging the term store for metadata management
 - Setting up Managed Metadata Service
 - Creating term sets with the Term Store
 - Adding Managed Metadata columns to list and library apps
4. Practice followed by quiz

10. Managing Content with Apps

1. Controlling information with list apps
 - Creating lists and using list templates
 - Adding, deleting, and changing content
 - Categorizing and identifying information with the new modern list tools
 - Filtering and finding information with the filters panel
2. Leveraging data in libraries
 - Tracking and managing versions
 - Providing access to external participants
 - Managing content approval
 - Different Views & usage
 - Versioning of Documents
3. Practice followed by quiz

11. Implementing Enterprise Features

1. Managing documents
 - Defining Document Libraries
 - Migrating content to Document Libraries
 - Leveraging Metadata in Document Libraries
2. Organizing content
 - Implement metadata for best-practice content management
 - Standardizing content types in a list and library apps
 - Establishing external content types

3. Practice followed by quiz

12. Managing Business Process Workflows

1. Leveraging out-of-the-box workflows
 - Approval
 - Collect feedback
 - Collect signatures
2. Creating custom workflows with Flow
 - Discover Flow for code-free interaction with other services
 - Tightly manage documents and list items with process automation
 - Record responses and send automated emails
3. Integrating SharePoint Online with Office 365
 - Realize tighter communication with Office 365 groups
 - Co-authoring with Word and PowerPoint
 - Excel integration and Excel Web Access web parts
4. Practice followed by quiz

13. Concept of hub site & when to use?

14. Search

- Default search
- Customizing search
- Search result sources
- Search settings

15. SharePoint Administration

16. Microsoft Power Platform

- MS Power Apps – customizing list form
- MS Power BI – Introduction
- MS Power Automate (Flow)

17. Overview of SPFx & MS modern webpart (Search, modern script webpart)

18. SharePoint Designer Workflows

- List & Libraries
- List Workflow
- Reusable workflow
- Site workflow
- Sub Sites

19. Third party workflows

20. Introduction to Migration tools

21. SharePoint Online Administration

- Users
- Microsoft 365 groups
- Active Sites
- Deleted sites
- Billing
- Reports
- Health
- Controlling sharing option
- Access Control
- Central setting for all sites in tenant
- Term Store management service
- Manage content type gallery centrally

- Migration section
- Hub site association
- Manage external sharing for sites

The End