SharePoint Online for IT Administration (2 Days)

Code: SP-200

About this course

The course is appropriate for existing SharePoint on-premises administrators and new administrators to Microsoft 365 who need to understand how to correctly setup SharePoint Online for their company.

This course aims to empower learners with a thorough understanding of SharePoint's capabilities, from basic configuration to advanced enterprise content management and everything in between.

Product:	Microsoft (Office) 365, SharePoint Online
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	System (IT) administrators or SharePoint Online Administrator who want to learn about administration in SharePoint Online
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 and 13:00-16:30 (2 Days)

Module: Day 1

Module 1: Introduction to Microsoft 365 and SharePoint Online
Lessons:
- What is Microsoft 365?
- What is SharePoint Online?
- Identity and device access
- Managing user domains
- Collaborating with Teams, SharePoint, and OneDrive
- Overview of Teams and SharePoint integration
- SharePoint admin center

Module 2: Managing SharePoint Sites
Lessons:
- Understand the topology of site collections
- Site Template
- Create a site, Create a subsite, Delete/Restore a site
- Manage site admins
- What is a SharePoint hub site?
- Site storage limits
- Manage sharing settings

Mini Lab: Working with Sites

Module 3: Managing SharePoint Apps
Lessons:

- An Introduction to Apps
- Understanding the App Catalog
- Add custom apps
- Download an app from the SharePoint store
- Manage App licensing
- Configure settings for the SharePoint Store
- Monitor Apps

Module 4: SharePoint Lists/Libraries
Lessons:

- What is SharePoint list?
- Understand list templates
- Column Validation, List/Library validation
- Indexed column
- What is SharePoint document library?
- Create a flow

Module 5: SharePoint Views
Lessons:

- What is a SharePoint Views?
- Default Views
- Filters
- Create a view

Module 6: Metadata architecture
Lessons:

- What is the difference between List and Library?
- What is Metadata?
- Lists & Library Columns
- What is Site Columns?
- What is Content Types?, Content Type Gallery
- What is Taxonomy?
- What is Folksonomy?
- Terms, Managed Metadata column, Enterprise Keywords column

Mini Lab: Working with Metadata

Module: Day 2

Module 7: Core elements of branding, SharePoint Pages
Lessons:
- Brand application (Logo, Navigation, Theming)
- Content Structure (Content, Imagery, Layout)
- Modern pages
- Using Web parts
- News web part

Mini Lab: Working with Pages

Module 8: SharePoint Permissions
Lessons:
- SharePoint Permission Level
- SharePoint Site Permission
- Create SharePoint Group
- Assign users to SharePoint Group
- Remove, Delete user, group
- Setting List/Library/Item Permission
- Configure sharing policies

Mini Lab: Working with Permissions

Module 9: SharePoint Administrative Services
Lessons:
- Understanding the SharePoint Online Service Application
- Manage Search Service
- Manage User Profile
- Manage Term store
- SharePoint Online Management Shell, PnP PowerShell
- SharePoint Migration

Module 10: SharePoint Compliance
Lessons:
- Data lifecycle management
- File sync
- Information protection
- Information barriers

Module 11: Analyze your SharePoint Online
Lessons:
- SharePoint Online Audit Logs
- SharePoint Online Usage Reports