

# SharePoint Online for Designers

## Remote AVIT® certification optional

Hands-on course of 2 days - 14h

Ref.: OFU - Price 2024: CHF1 350 (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.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 06/2022

### 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

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### REMOTE CLASS

2025 : 13 Feb, 22 May, 17 Jul, 18 Dec