


LUMIFY WORK Microsoft 55215 SharePoint Online Power User



# LUMIFY WORK Microsoft 55215 SharePoint Online Power User User Guide

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LUMIFY WORK Microsoft 55215 SharePoint Online Power User



## Product Information

### Specifications

- **Product Name:** Microsoft 55215 – SharePoint Online Power User
- **Length:** 3 days
- **Price (Incl. GST):** \$2805

### About Lumify Work

- Lumify Work is a leading provider of training and certification for Microsoft's technologies and services.
- With over 30 years of experience, Lumify Work is proud to be Australia's and New Zealand's first and largest Microsoft Gold Learning Solutions Partner.
- They offer high-quality Microsoft courses to more than 5,000 students annually.

### Course Description

The Microsoft 55215 – SharePoint Online Power User course is designed to provide a complete site owner story, guiding participants from start to finish engagingly and practically. The course aims to build confidence in planning, creating, and managing SharePoint Online sites. Participants will learn how to leverage the site's functionality to share information and collaborate effectively with colleagues. The course includes live demonstrations, hands-on exercises, and best practices to ensure optimal learning outcomes.

### Course Objectives

- Understand the benefits of using SharePoint in real-world scenarios
- Create new SharePoint sites to store business information
- Create pages to share news and content
- Customize the structure of a site to meet specific business requirements
- Create and manage views, columns, and apps

- Manage the security of a site
- Use the power platform to customize forms and automate processes
- Utilize search to find business information from people to documents

## Contact Information

For more information or to enroll in the course, please contact Lumify Work:

- Phone: 1800 853 276
- Email: [training@lumifywork.com](mailto:training@lumifywork.com)
- Website: [lumifywork.com](http://lumifywork.com)

## Product Usage Instructions

### Course Subjects Module 1: An Introduction to SharePoint Online

In this module, you will learn about the fantastic selection of features offered by SharePoint Online. The module covers popular uses of SharePoint Online, such as content management, creating engaging web pages, automating business processes, and leveraging business intelligence for better decision-making. You will also gain an understanding of the typical users in SharePoint sites and the role of the site collection administrator. As a new Site Owner, you will be amazed by the potential that SharePoint Online offers.

## FAQs

### Q: Who is Lumify Work?

- **A:** Lumify Work is a leading provider of training and certification for Microsoft's technologies and services.
- They have been delivering effective training across all Microsoft products for over 30 years.

### Q: How can I contact Lumify Work?

- **A:** You can contact Lumify Work by phone at 1800 853 276 or by email at [training@lumifywork.com](mailto:training@lumifywork.com).
- You can also visit their website at [lumifywork.com](http://lumifywork.com).

## MICROSOFT APPS AT LUMIFY WORK

- Lumify Work is your best choice for training and certification in any of Microsoft's leading technologies and services. We've been delivering effective training across all Microsoft products for over 30 years, and are proud to be Australia's and New Zealand's first and largest Microsoft Gold Learning Solutions Partner. Join more than 5,000 students who attend our quality Microsoft courses every year.



## WHY STUDY THIS COURSE

- This course delivers the complete site owner story from start to finish engagingly and practically to ensure you have the confidence to plan and create new sites or manage your existing sites in SharePoint Online.
- Your goal is to learn how to make SharePoint Online relevant to your team by using a site's functionality to help you share information and collaborate with your colleagues. During the class, you will also learn best practices and 'what not to do' as you watch live, interactive demonstrations and put theory into practice with hands-on exercises in SharePoint Online.
- Course participants must have Microsoft 365 or
- SharePoint Online is currently or is moving to it shortly.

## WHAT YOU'LL LEARN

- After completing this course, students will be able to.
- Understand the benefits of using SharePoint in real-world scenarios
- Create new SharePoint sites to store business information
- Create pages to share news and content
- Customize the structure of a site to meet specific business requirements
- Create and manage views, columns, and apps
- Manage the security of a site
- Use the power platform to customize forms and automate processes
- Use search to find business information from people to documents
- My instructor was great being able to put scenarios into real-world instances that related to my specific situation.
- I was made to feel welcome from the moment I arrived and the ability to sit as a group outside the classroom to discuss our situations and our goals was extremely valuable.
- learned a lot and felt it was important that my goals by attending this course were met.
- Great job Lumify Work team.

## AMANDA NICOL

- IT SUPPORT SERVICES MANAGER – HEALTH WORLD LIMITED

## COURSE SUBJECTS

- **Module 1:** An Introduction to SharePoint Online
- Let's get started with SharePoint Online by letting you know about its fantastic selection of features. We will

demonstrate popular uses of SharePoint Online to manage and share content, create engaging web pages, automate business processes, and make good business decisions with Business intelligence.

- We will also discuss who will be the typical users of our sites and the role of the site collection administrator.
- Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner, we're sure that you will be amazed at the potential that SharePoint Online has to offer an end user.

## **Lessons**

- Introducing Microsoft 365 and SharePoint
- The cloud revolution
- What is Microsoft 365?
- What is SharePoint?
- Introducing Microsoft 365 Groups
- Ownership and access
- Getting started with Microsoft 365
- Login to Microsoft 365
- The app launcher
- Microsoft 365 settings
- Delve
- OneDrive
- **Lab 1:** An Introduction to SharePoint Online

## **Lumify Work Customised Training**

- We can also deliver and customise this training course for larger groups saving your organisation time, money, and resources.
- For more information, please contact us at 1 800 853 276.
- Login to Microsoft 365
- Uploading to OneDrive
- Customizing your app launcher
- Updating your Delve profile

## **Module 2: Creating Sites**

- Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites.
- This will allow you to understand existing sites that other people have created as well as make good decisions when building new sites.
- As a site owner, you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each site's function and appropriate use.
- Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

## Lessons

- Planning your sites
- Your Microsoft 365 tenant
- Web addresses
- Site collections
- Create a new site
- Navigating your team site
- User interface: modern vs. classic
- Site contents: modern vs. classic
- Where does classic come from?
- Create new subsites
- Site templates
- Apply a theme
- Building your navigation
- Delete subsites
- **Lab 1: Creating Sites**
- Create two subsites
- Delete a subsite
- Restore a subsite
- Update the navigation

## Module 3: Creating and Managing Web Pages

- SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, buttons, videos, and other web parts.
- We will also show you best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.
- SharePoint can also be used as an Intranet for internal news. Due to the high visibility of these websites, it is common to place more control over the release of new web pages or updates to existing pages.
- For this reason, SharePoint has classic publishing sites and modern communication sites.

## Lessons

- The types of pages found in SharePoint
- Modern SharePoint pages
- Create news and site pages
- Web parts
- Save, publish, share, and delete pages
- Communication sites
- Classic SharePoint pages
- How to use classic team site pages
- Review features that are unique to classic publishing sites

- **Lab 1:** Create and manage pages
- Populate Microsoft Stream
- Create a news article
- Create a page about your team
- Edit your home page and link to other pages
- Delete and restore a page
- Check your SharePoint app for news
- Add a communication site
- Add a survey to a page using Microsoft Forms

## **Module 4: Working with Apps**

- Apps are required to store information such as events, contacts, and files on a site.
- SharePoint provides a selection of apps for different scenarios, all with the option to be customized for a specific business requirement.
- Apps can be broken down into lists, libraries, and marketplace apps.
- SharePoint lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists and then reviews popular options.
- A document library is a location on a site where you can create, collect, update, and share files including Word, Excel, PowerPoint, PDF, and more.
- We will show you the benefits of using a library and teach you how best to work with various types of files in a library.
- An introduction to marketplace apps is provided to show how to extend site functionality beyond what Microsoft has provided in the SharePoint Online platform.

## **Lessons**

- An introduction to apps
- An introduction to libraries
- Classic and modern libraries
- Classic library apps
- An introduction to lists
- Classic list apps
- Marketplace apps
- Adding apps to a site
- More options for adding lists
- Create and manage columns
- Public and personal views
- Managing app settings
- Content approval
- Major and minor versioning
- Document sets
- Uploading files to a library
- Create and edit files

- File templates
- Co-author
- Check-out and check-in
- File properties, sort, filter, and details
- Edit in grid view
- File commands
- Copy the link and share
- File Security
- Folders
- The recycle bin
- Alerts
- OneDrive Sync
- Working with classic lists
- **Lab 1: Working with Apps**
- Creating a new library
- Setting up columns and views
- Uploading content
- Setting up alerts and using versioning
- Creating a list
- Deleting and restoring an app

## **Module 5: Building processes with Power Automate and Power Apps**

- Building your business processes into SharePoint has been made simple and powerful with the introduction of code-free solutions to capture information and automate tasks.
- From SharePoint, discover Power
- Automate, is a workflow (or flow) designer that allows you to integrate lists and libraries into your other favorite Microsoft 365 apps and business services.
- Additionally, we will show you Power Apps, a form designer that allows you to bring a tailored experience to your SharePoint lists and libraries, allowing users to document information from their web browser on their PC or even on a mobile app!
- This module is designed to show you the integration capabilities between SharePoint, Power Automate, and Power Apps. This module will also mention SharePoint's classic workflows, although these are discontinued, their legacy is still documented.

## **Lessons**

- What are business processes?
- Classic tools for designing processes
- Design and test an out-of-the-box workflow
- Getting started with Power Automate in SharePoint
- Design and publish a flow in Power Automate
- Getting started with Power Apps in SharePoint
- Enhance data capture with Power Apps



- Test a Power Automate and Power Apps enriched list
- **Lab 1:** Building processes with Power Automate and Power Apps
- Creating a new approval flow
- Design a new Power App
- Initiating a business process from Power Apps to trigger a flow
- Test your new app on a mobile device

## **Module 6: Customising Security**

- Security is an important element of any site. In this module, you will discover best practices for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customize permission levels.
- This means that you can create levels of access that are aligned with the responsibilities of the users of your site. An example of this would be allowing a group of users the ability to upload content but not delete content.
- We will also look at organizing audiences with SharePoint security groups and also understand the role of Microsoft 365 security groups.

### **Lessons**

- Microsoft 365 group access
- Updating Microsoft 365 group security
- Managing access to SharePoint
- New sites: public vs. private
- Setup access requests
- Share a site
- Share a file
- Remove a user
- Customising SharePoint security
- Create permission levels and groups
- Security Inheritance
- Security best practices
- **Lab 1:** Customising Security
- Share Content in a library
- Create new permission levels
- Create a new security group
- Add and remove users and check permissions
- Modifying inheritance of sites/apps

## **Module 7: Working with Search**

- SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools that help you to efficiently locate the information you need.
- In Microsoft 365, as well as searching
- SharePoint, Delve offers a more personalized experience by identifying useful and trending content and

bringing it to you.

- While SharePoint's search is rich and intelligent, site owners can make customizations to search to improve its relevance to an organization.
- We will show common techniques used by site owners to improve search results by promoting specific content when certain keywords are used.

## Lessons

- Delve
- An introduction to SharePoint search
- Locations you can search
- Folders
- Libraries and lists
- Current site
- Hubs
- All sites
- Search results
- Search tips
- Accessing classic search
- Promoted results
- **Lab 1: Working with search**
- Conduct an app search
- Search as site and all sites
- Classic Search
- Create a promoted link
- Test a promoted link

## Module 8: Enterprise Content Management

- Traditionally departments make use of file templates and manual processes to ensure information is collected and retained correctly. This may be a choice your team makes or a decision that is more universal across your organization.
- In this module, we will help your team establish reusable file templates and automate document lifecycle management. An example of this would be removing old unwanted content from your site automatically.
- To achieve this, you will learn about a variety of SharePoint features including managed metadata, content types, policies, in-place records management, and the content organizer.

## Lessons

- Managed metadata service
- An introduction to content types
- Create and manage content types
- Deploy content types
- Using content types in apps

- The content type hub
- Information management policies
- The records center
- In-place records management
- The content organizer
- Durable links
- **Lab 1:** Enterprise content management
- Create site columns
- Create a new content type
- Deploy a content type
- Set up and test in place records management

## WHO IS THE COURSE FOR?


- The intended audience for this course may vary between delegates who have had little to no exposure to SharePoint Online to users who have had some level of engagement with the product but are looking to broaden their skill set.

## PREREQUISITES

- People attending this course should have basic experience in SharePoint
- Online as an End User. You should be comfortable with navigating between SharePoint Online pages, understand what sites are, and be able to upload and download content.
- The supply of this course by Lumify Work is governed by the booking terms and conditions.
- Please read the terms and conditions carefully before enrolling in this course, as enrolment in the course is conditional on acceptance of these terms and conditions.
- <https://www.lumifywork.com/en-au/courses/microsoft-55215-sharepoint-online-power-user/>
- Call 1800 853 276 and speak to a Lumify Work Consultant today!
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## Documents / Resources

	<p><b><a href="#">LUMIFY WORK Microsoft 55215 SharePoint Online Power User</a></b> [pdf] User Guide</p> <p>Microsoft 55215 SharePoint Online Power User, 55215 SharePoint Online Power User, ShareP oint Online Power User, Online Power User, Power User, User</p>
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- [📄 Lumify Work | Lumify Work AU](#)
- [📄 Microsoft 55215 - SharePoint Online Power User | Lumify Work AU](#)
- [User Manual](#)

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