# SharePoint Modern Experience: Power User

**LANTEC CORPORATE TRAINING**

**Days:** 2

**Prerequisites:** To ensure your success in this course, you should have basic end-user skills with Microsoft Windows and SharePoint, such as navigating a typical site, entering data in lists and libraries, and applying site templates. You should also possess intermediate site-building skills such as creating SharePoint sites, connecting sites to a hub, and populating sites with content.

**Audience:** This course is ideal for Microsoft SharePoint users who are already comfortable as site members or owners and are ready to advance to building, customizing, and managing modern SharePoint environments.

**Description:** Microsoft® SharePoint®, in conjunction with the Microsoft 365 suite of productivity and office automation tools, provides tools to create and manage a corporate intranet, facilitate content sharing and collaboration, and enable users to create, access, store, and track documents and data in a central location. This course is designed for users ready to advance their skills in SharePoint, covering topics such as planning and implementing a multi-site intranet, customizing site layouts, managing metadata, and improving site security and compliance. Participants will also learn how to integrate SharePoint with Power Apps to enhance data entry and presentation.

**Course Objectives:** In this course, you will be able to:

- Plan and create a SharePoint-based multi-site intranet, including team and communication sites.
- Associate multiple sites with a hub site to provide unified navigation, search, and themes.
- Create custom site templates, layouts, and manage advanced metadata for efficient content organization.
- Configure permissions and improve the security of SharePoint sites, libraries, and data.
- Use Power Apps Studio to create and integrate custom applications with SharePoint.

## OUTLINE

### DAY 1: BUILDING A MULTI-SITE INTRANET

### LESSON 1: SETTING UP A MULTI-SITE INTRANET

- Topic A: Plan Your Organization's Intranet
- Topic B: Create and Configure SharePoint Sites

### LESSON 2: CONNECTING SITES TO A HUB

- Topic A: Create a Hub to Connect Multiple Sites
- Topic B: Apply a Site Template
- Topic C: Change Site Themes and Navigation

### LESSON 3: POPULATING A SITE WITH CONTENT

- Topic A: Create Custom Page Layouts
- Topic B: Manage Library Files
- Topic C: Manage List Data

### LESSON 4: IMPROVING LIST DATA ENTRY AND PRESENTATION

- Topic A: Limit What Users Can Enter
- Topic B: Create Calculated Columns
- Topic C: Use Formulas to Validate Entered Data

### LESSON 5: INTEGRATING A POWER APPS APPLICATION WITH SHAREPOINT ONLINE

- Topic A: Create a Power Apps Application
- Topic B: Modify an App

### APPENDIX A: CLEANING UP UNUSED RESOURCES

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### DAY 2: ADVANCED SITE BUILDING AND ADMINISTRATION

### LESSON 1: CREATING CUSTOM SITE TEMPLATES

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- Topic A: Prepare a Site Script
- Topic B: Generate and Use a Custom Site Template

## LESSON 2: MANAGING CONTENT SERVICES

- Topic A: Plan and Configure Managed Metadata
- Topic B: Create and Manage Content Types
- Topic C: Use Managed Metadata for Navigation and Filtering

## LESSON 3: CONTROLLING ACCESS THROUGH PERMISSIONS

- Topic A: Assign Permissions
- Topic B: Manage Permissions Inheritance

## LESSON 4: IMPROVING SECURITY

- Topic A: Manage Access at the Site Level
- Topic B: Manage Access at the Tenant Level

## APPENDIX A: CLEANING UP UNUSED SHAREPOINT RESOURCES