

# SHAREPOINT ADVANCED

## COURSE OUTLINE



01428 741 482  
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 2 days

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

## Course Content

### Audience

This two-day advanced course is designed for SharePoint users and administrators who are familiar with SharePoint Online basics and want to delve into advanced features and customisation options.

### Pre-Requisites:

Participants should have a solid understanding of SharePoint Online fundamentals, including document management, permissions, and basic site customisation.

### Course Objectives:

By the end of this two-day course, participants will have acquired advanced skills in Share-Point Online, enabling them to implement complex document management strategies, customize sites for specific business needs, and optimize SharePoint environments for enhanced collaboration and productivity.

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### Course Content

- Advanced Document Management
- Implementing advanced document management strategies.
- Configuring content types and metadata.
- Customising Lists and Libraries
- Advanced customisation of lists and libraries.
- Implementing custom views and forms.
- Advanced Permissions Management
- Fine-tuning permissions at various levels.
- Implementing advanced security settings.
- Document Versioning and Auditing
- Configuring advanced versioning options.
- Enabling document auditing for compliance.
- Advanced Workflows
- Creating and customising advanced workflows.
- Integrating workflows with external systems.
- Enterprise Search Configuration
- Configuring and optimising SharePoint search.



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- Utilising advanced search features for enhanced discovery.
- Power BI Integration with SharePoint
- Integrating Power BI reports and dashboards.
- Configuring and embedding Power BI content in SharePoint.
- Customizing SharePoint Online Pages
- Creating and customising modern SharePoint pages.
- Utilising web parts for advanced page functionality.
- Site Column and Content Type Management
- Managing site columns and content types.
- Implementing reusable metadata across the site.
- Site Templates and Site Designs
- Creating and applying custom site templates.
- Implementing site designs for consistent site creation.
- Information Rights Management (IRM)
- Configuring Information Rights Management for document protection.
- Managing permissions and restrictions on sensitive content.
- SharePoint Designer for Advanced Customisation
- Leveraging SharePoint Designer for advanced customisation.
- Implementing custom workflows and solutions.

