

Office 365 SharePoint Power User Training



Whether your users are new to SharePoint or just new to the cloud, the keys to successful adoption haven't changed, with user knowledge and skills at the top of that list. The user experience of SharePoint Online will feel familiar at times, but with the new modern look rolling out across tenants, organizations must be prepared for a new round of training.

Protiviti's 4-day Office 365 SharePoint Power User Training is designed to train Business Users and Admins who have site ownership responsibilities within SharePoint Online. The lectures and lab exercises in this course will teach students how to become productive in the SharePoint Online environment provided by O365.

This course will teach students about the various list types, how to configure lists, how to import data, creating and designing pages and how to create document libraries and configure them to support popular features in SharePoint Online.

Building a solid foundation of O365 SharePoint knowledge is critical to reap the benefits of your investment.

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PLANNING	COORDINATION	TRAINING
Review of the course topics, attendees and schedules to best meet your organization's needs	Setup the required training locations and technology needed for running the workshops	Our typical sessions include 4 days of O365 Power User Training with 2 days of business user and 2 days of admin. (Modifications are possible)

Audience

This service is designed for your organization's business users and SharePoint admins who have site ownership in SharePoint online.

Course Topics

- Navigating through a SharePoint site
- Creating and customizing lists
- Creating, customizing and managing document libraries
- Creating and designing pages using web parts
- Creating custom forms for SharePoint lists
- Using social features in SharePoint
- Understanding site administration
- Creating subsites
- Designing custom lists and libraries
- User management and permissions
- Adding content to a publishing site
- Updating page settings
- Understanding SharePoint search features
- Creating workflows in SharePoint

For a detailed course agenda, please contact us.

Duration

This offering is typically completed within 4 full days or 8 half days.

Office Server & Services MVPs 	Liam Cleary Liam focuses on SharePoint architecture and infrastructure development and design.	Antonio Maio Antonio is a security professional with over 20 years of experience in identity management, cyber security practices and systems.	
100% Certified 	All of our team members hold Microsoft certifications. Most consultants hold multiple advanced certifications, including PMP, MCTS, MCP/T, MCSD.	14 Time 	Microsoft Gold Certified Partner

Protiviti's Office 365 SharePoint Power User Training is a part of our Office 365 Planning, Management & Implementation (OMPI) offering that also provides Office 365 Security Assessment, Administration & Governance Planning, Tenant Configuration and Feature Roadmap. If you would like to learn more visit ecm.protiviti.com.

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We have served more than 60 percent of *Fortune* 1000® and 35 percent of *Fortune* Global 500® companies. We also work with smaller, growing companies, including those looking to go public, as well as with government agencies. Protiviti is a wholly owned subsidiary of Robert Half (NYSE: RHI). Founded in 1948, Robert Half is a member of the S&P 500 index.