

# Microsoft 365 - SharePoint Online site owner customizations

Course code: GOC222

A five-day course designed for SharePoint Online administrators in Microsoft 365 or SharePoint Sites owners. In the course, you will learn to use all SharePoint management and settings options so that you can adapt the environment to the needs of your organization and effectively use all the options for working and editing the environment through a web browser and using PowerShell scripts.

## For whom the course is intended

This course is intended not only for Microsoft 365 and SharePoint Online administrators, but also for more experienced SharePoint Online users who want to devote themselves to managing content, modifying the appearance and customizing the environment of websites created on the SharePoint Online platform.

## What we will teach you on the course

Create and edit SharePoint objects such as sites, lists, libraries, pages and use web parts

Correctly define data fields, lists and views and use them systematically even in an environment with a large volume of stored data

Optimally define the structure of websites and the structure of navigation

Improve the appearance and settings of websites using templates and scripts

Make full use of the integration capabilities of Microsoft Office, OneDrive and Windows Explorer

Improve and optimize SharePoint search

Create your own app in Power Apps

Automate workflows in Power Automate

Automate admin activity using scripts in PowerShell and CLI for M365

## Assumed entry knowledge

Knowledge of the range of courses listed in the **Previous Courses** and **Related Courses**

sections Ability to work in the English environment of Windows, Office and SharePoint

Basic knowledge of HTML technology

Basic understanding of PowerShell and REST API technologies

Understanding database data structure

Ability to work with data in the Microsoft Excel

environment Perfect web browser control

## Course Outline

1. A brief look at the history of SharePoint
2. Explanation of the functioning of Microsoft 365 services
3. Getting to know Entra ID
4. Microsoft Graph and the possibilities of using the Graph API in the management of SharePoint
5. Movement and control in the SharePoint website environment
6. Management of basic content units
7. Menu control and navigation
8. Architecture of information in SharePoint Online

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9. Structure of websites and their collections
10. User access, permission settings and sharing options
11. Usual and Recommended Practices for Sites and Navigation
12. Lists and their management and data storage
13. Libraries, versioning and cooperation of OneDrive and MS Office
14. Types of content and their proper use
15. Site Types, Templates, definition, creation and use
16. Definitions and Site Modifications
17. Taxonomy, codebooks and managed metadata
18. Search and its customization
19. Improving SharePoint with Power Apps and Power Automate

## Preparation for certification exams

For Microsoft certification exams, apart from MCM certifications, participation in the official MOC course is not a necessary condition for passing the exam

Microsoft's official MOC courses as well as our own GOC courses are a suitable part of the preparation for Microsoft certification exams such as MTA, MCP, MCSA, MCSE, or MCM

However, the primary goal of the course is not directly preparation for certification exams, but the mastery of theoretical principles and the acquisition of practical skills necessary to work effectively with the given product

MOC courses usually cover almost all the areas required for the corresponding certification exams. However, their discussion in the course is not always given exactly the same time and emphasis as required by the certification exam. For example, books from MS Press (the so-called Self-paced Training Kit) and electronic self-test software can be used as additional preparation for certification exams

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