

# 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.

## Prerequisites

Knowledge in extent of the courses which are listed in the bellow sections **Previous Courses** and **Related Courses**

## Course outline

Brief insight at the history of SharePoint

Explanations on how the services of Microsoft 365 work inside Microsoft Azure

Introduction to Azure Active Directory

Microsoft Graph and its usage options of Graph API in SharePoint Online administration

Navigation and control in the environment of web pages SharePoint Online

Administering basic content elements of SharePoint

Using menu and navigation elements

Information architecture

Site collections and site structure

Controlling user access, permissions and sharing options

Common and recommended best-practices for web site, site collections and navigation

Lists and data storage and their administration and customization

Document libraries, document versioning and cooperation between OneDrive and Microsoft Office

Audiences and user and group targeting

Content types and their proper usage

Site templates and their definitions, creation and usage

Working with pages

Managed metadata and taxonomy

Search and its customization

PowerApps and PowerAutomate

## Preparation for Microsoft certification

Most Microsoft certification exams do not require students to attend an official MOC course in order to pass the exam.

This applies to all certifications except for MCM

Official Microsoft MOC courses as well as our own GOC courses are good ways of preparation for Microsoft certifications such as MCP, MTA, MCSA, MCSE or MCM

This does not mean that official MOC courses would serve as the only necessary preparation. The primary goal of an MOC course is to provide for sufficient theoretical knowledge and practical experience to effectively work with the related product

MOC courses usually cover most of the topics required by their respective certification exams, but often do not give

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every topic the same amount of time and emphasis as may be required to completely pass the exam

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