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.

Affiliate	Duration	Course price	ITB
Praha	5	28 500 Kč	50
Brno	5	28 500 Kč	50
Bratislava	5	1 250 €	50

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
13.01.2025	5	25 650 Kč	Online	CZ/SK	GOPAS Praha online
13.01.2025	5	1 125 €	Online	CZ/SK	GOPAS Bratislava online
03.03.2025	5	28 500 Kč	Presence	CZ/SK	GOPAS Praha
31.03.2025	5	28 500 Kč	Presence	CZ/SK	GOPAS Brno
22.04.2025	4	1 250 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
26.05.2025	5	28 500 Kč	Presence	CZ/SK	GOPAS Praha
02.06.2025	5	1 250 €	Online	CZ/SK	GOPAS Bratislava online
02.06.2025	5	28 500 Kč	Online	CZ/SK	GOPAS Praha online

The prices are without VAT.

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

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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

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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