

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.

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
03.03.2025	5	28 500 Kč	Presence	CZ/SK	Gopas Praha Prezenční
31.03.2025	5	28 500 Kč	Presence	CZ/SK	Gopas Brno Prezenční
22.04.2025	4	1 250 €	Presence	CZ/SK	Gopas Bratislava Prezenční
26.05.2025	5	28 500 Kč	Presence	CZ/SK	Gopas Praha Prezenční
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

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

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Microsoft 365 - SharePoint Online site owner customizations

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

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved