



MICROSOFT SHAREPOINT TRAININGS

Find our lesson plans and the competencies summary taught in our trainings.



Table of Contents

Competencies Table	2
DRI-101 <i>Manage your Documents with OneDrive and SharePoint</i>	3
SPT-201 <i>Create an internal portal with SharePoint Online</i>	4
SPT-301 <i>Manage your teams efficiently with Teams – Super User</i>	5

Competencies Table

Targeted competencies	DRI-101	SPT-201	SPT-301
Ease the transition to cloud-based file management.	✓		
Use OneDrive and/or SharePoint to save and share your files at work.	✓		
Understand where and how documents are saved in OneDrive and SharePoint.	✓		
Access previous versions of your documents.	✓		
Apply modern collaboration techniques (@mention, comments).	✓		
Quickly access your files by enabling local sync.	✓		
Centralize a department's files and resources in an easy-to-update online portal.		✓	
Centralize project files in a SharePoint team site.			✓
Plan the tree structure and create a SharePoint site.		✓	✓
Embed content and documents into the site using Web Parts.		✓	✓
Distribute and host news posts (newsletters) using SharePoint.		✓	
Secure access to the different sections of the site.		✓	✓
Integrate team site content into Teams.			✓
Create a project calendar in SharePoint.			✓

DRI-101

Manage your Documents with OneDrive and SharePoint



Objectives

With this training, participants will be able to:

- Manage documents online with OneDrive and SharePoint
- Securely share files stored in OneDrive or SharePoint
- Apply best practices for effective co-editing in Microsoft 365
- Set up local file synchronization to work offline

Practical information

Duration	3 hours
Level	Beginner
Number of participants	7 participants
Languages available	French - English

Prerequisites

Basic knowledge of the Microsoft 365 environment

Target audience

Managers, Administrative staff

Content

1 - Introduction to OneDrive and SharePoint Basic Functions

- OneDrive and SharePoint roles in the 365 Environment
- Access OneDrive and SharePoint
- Upgrade your documents
- Open, Edit and Save files online
- Open, Edit and Save files from local Office applications
- Find, Delete and Restore files
- Open a SharePoint document library
- Create document change alerts
- Extract/Archive documents in SharePoint
- OneDrive and SharePoint mobile applications

2 - Sharing and Collaboration

- Share files securely
- Best practices for effective co-editing in Microsoft 365

3 - File Sync for offline work

- Enable/Disable local synchronization
- Adjust synchronization settings

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months

SPT-201

Create an Internal Portal with SharePoint Online



Objectives

With this training, participants will be able to:

- Set up a dynamic and attractive internal portal using SharePoint Online to centralize the distribution of news, training capsules and other useful information to all employees.
- Effectively manage the site permissions for which they are responsible

Practical information

Duration	6 hours
Level	Intermediate
Number of participants	7 participants
Languages available	French - English

Prerequisites

Completion of the SPT-101 training or a good SharePoint user experience

Target audience

Managers and Administrative Staff

Content

1 - What is a SharePoint site (if required)

- Introduction to SharePoint sites
- Types of sites (Team and Communication) and which one to use according to your needs

2 - Plan the Site

- Analyze your needs using a simple grid
- Create a draft site using a template

3 - Shape the Base Site

- Create a site from the Communication template
- Customize the appearance of the site
- Define permissions (Read, Modify, Full control)
- Add pages
- Customize the navigation menus
- Customize the content display according to the visitor (audience targeting)
- Add documents to the site library
- Associate the site with a Hub (if available)
- Publish the site

4 - Set-up Dynamic Contents

- When to create a new page?
- Adding and editing pages
- Create page templates
- Add dynamic content using different Web Parts (text, images, calls to action, forms, videos PowerPoint presentations, etc.)
- Create a news feed using the News Web Part
- Publish news posts for your team or the organization as a whole

5 - Promote and Manage the Site

- Effectively inform your audience of added news via email
- Embed your page in a Teams channel
- Promote content in a Yammer Community
- Promote a new page in the SharePoint News feed
- Measure site usage with statistics
- Manage the site Recycle bin

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months

SPT-301

Create a Team Site with SharePoint Online



Objectives

With this training, participants will be able to:

- Create a useful and well-organized team site to facilitate online collaborative work and sharing of team or project information
- Effectively manage access rights for sites under their responsibility using Microsoft 365 groups

Practical information

Duration	6 hours
Level	Advanced
Number of participants	7 participants
Languages available	French - English

Prerequisites

Completion of the DRI-101 training or a good SharePoint user experience

Target audience

Managers and Administrative Staff

Content

1 - What is a SharePoint site (if required)

- Introduction to SharePoint sites
- Types of sites (Team and Communication) and which one to use according to your needs

2 - What is a Microsoft 365 Group?

- Introduction to Microsoft 365 groups

3 - Plan the Site

- Analyse your needs using a simple grid
- Create a site outline using a template

4 - Shape the Base Site

- Create a SharePoint team site
- Link the site with an existing or new Teams team
- Access to the shared calendar and mailbox in Outlook
- Define access rights (Read, Edit, Full control)
- Add shared resources such as the Calendar and the Team Planner to the site

5 - Set up Management Document via Libraries

- Introduction to the SharePoint Libraries
- Add custom information (metadata) such as client name, project, manager, etc.

- Restrict access to a library to certain people only
- Adjust document versioning settings
- Create a document approval process before publication

6 - Create Work Tool Using SharePoint Lists

- Introduction to SharePoint lists
- Create status lists with dynamic formatting
- Create custom views (by client, by manager, etc.)
- Create a calendar for important dates
- Add a SharePoint list to a channel in Teams

7 - Set up Navigation

- Best practices to create an efficient navigation menu
- Organize pages into menus and sub-menus
- Customize the menu display according to the visitor (audience targeting)

8 - Manage and Upgrade the Site

- Access the recycle bin and restore deleted items
- Embed pages in a Teams channel
- Generate a report on items shared with external users
- Know about the automation possibilities of the Power Automate application.

Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months

Microsoft
Partner



YOUR LEARNING PARTNER

For more than twenty years, we have been supporting companies towards efficiency through the acquisition of new skills on their Microsoft 365 software.

Professional efficiency | Collaborative work | Office automation | Cloud Computing Environment | Business intelligence | Project management

**Need information?
Contact us!**



+1-877-564-4243



<https://sylbert.com>



info@sylbert.com