# €TRAINING

## SharePoint Online and Power Platform Essentials

22 - 26 December 2024
Online

# SharePoint Online and Power Platform Essentials

REF: B2291 DATE: 22 - 26 December 2024 Venue: Online - Fee: 2250 Euro

## Introduction:

This training program provides participants with comprehensive knowledge and practical skills in SharePoint Online and Power Platform. It empowers them to leverage these tools for improved business productivity and collaboration.

## Objectives:

By the end of this program, participants will be able to:

- Understand the core features and functionalities of SharePoint Online.

- Utilize Power Platform tools to automate business processes and develop custom solutions.

- Design and manage SharePoint sites and libraries.

- Create and deploy Power Apps and Power Automate workflows.

- Integrate SharePoint Online with Power Platform for seamless collaboration.

## Target Audience:

- SharePoint Administrators.

- Business Analysts.

- IT Professionals.

- Power Platform Developers.

## Program Outline:

Unit 1:

Introduction to SharePoint Online:

- Overview of SharePoint Online and its role in collaboration.

- Key features and components of SharePoint Online.

- Navigating the SharePoint Online interface.

- Setting up and managing SharePoint sites.

- Understanding SharePoint permissions and security.

## Unit 2:

## SharePoint Online Content Management:

- Creating and managing document libraries and lists.
- Configuring metadata and content types.
- Implementing version control and document workflows.
- Utilizing search and indexing features.
- Best practices for content organization and management.

## Unit 3:

## Introduction to Power Platform:

- Overview of Power Platform Power Apps, Power Automate, Power BI, Power Virtual Agents.
- Key features and use cases of Power Platform tools.
- Connecting Power Platform to various data sources.
- Understanding the Power Platform ecosystem.
- Examples of business applications using Power Platform.

## Unit 4:

## Power Apps Development:

- Introduction to Power Apps and its components.
- Designing and building custom apps with Power Apps.
- Configuring data connections and data sources.
- Implementing app logic and user interfaces.
- Steps for Publishing and sharing Power Apps.

## Unit 5:

## Power Automate Workflows:

- Introduction to Power Automate and its capabilities.

- Creating and configuring automated workflows.

- Integrating Power Automate with SharePoint Online.

- Managing and monitoring workflow runs.

- Best practices for workflow design and automation.