

**SharePoint
Online**

Online Course

Why us?

- ✓ **Digital Mastery Awaits**
- ✓ **Expert-Led Instruction**
- ✓ **Learn Anytime, Anywhere**



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SharePoint Online

COURSE MODULES



1: Key Features and Benefits:

- Overview of SharePoint Online
- Key features and benefits
- Comparison with SharePoint Server

2: Navigation and Site Structure:

- Navigating SharePoint Online sites
- Understanding site hierarchy and structure
- Creating and managing subsites

3: Document Libraries and Lists:

- Creating and managing document libraries
- List creation and customization
- Document versioning and approval

4: Permissions and Security:

- User and group management
- Permission levels and inheritance
- Sharing and external sharing options

5: Collaboration Features:

- Team sites and communication sites
- Discussion boards and announcement lists
- Integrating Microsoft Teams with SharePoint



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6: Content Types and Metadata:

- Understanding content types
- Metadata and tagging
- Information management policies



7: Search and Navigation:

- Configuring search settings
- Managed metadata and term store
- Modern search experiences

8: Workflow and Automation:

- Power Automate integration
- Building no-code workflows
- Introduction to Power Apps

9: Customization and Branding:

- Modern site design and branding options
- Hub sites and site theming
- Adding web parts and customizing pages

10: Business Intelligence

- Power BI integration
- Excel Services and Power Pivot
- Dashboard creation and analytics



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11: Compliance and Security:

- Data loss prevention (DLP)
- Compliance features in SharePoint Online
- Security best practices



12: Mobile and Offline Access:

- SharePoint mobile app
- Offline access to documents
- Syncing libraries with OneDrive

13: External Data Integration:

- Connecting to external data sources
- Business Connectivity Services (BCS)
- Integrating with Microsoft 365 apps

14: Administration and Monitoring:

- SharePoint Online Admin Center
- Site collection administration
- Monitoring and reporting tools

15: Governance and Best Practices:

- Implementing governance policies
- Best practices for managing content
- Usage analytics and reporting

16: Migration to SharePoint Online:

- Planning and preparing for migration
- Migration tools and techniques
- Post-migration considerations





**LEARN
REMOTELY!!**

**The efficiency of online learning
in terms of time management,
flexibility, and the ability
to access resources anytime,
anywhere can be compelling.**



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