

SharePoint Online for Power Users

This SharePoint Online Training for Power Users covers how to use SharePoint comfortably and thoroughly, unlocking its tricks and secrets for you and your co-workers. This course helps demystify SharePoint, showing you how why and how to use it. For team leads, project managers, or end users this SharePoint course can help you streamline workflows, enhance collaboration between and within teams, and maximize productivity.

[CBT Nuggets course material](#) →

WEEK 1

Foundational SharePoint Concepts

151 min.

Administrative Roles	4
The Relationship Between SharePoint and Microsoft Teams	13
What is a Microsoft 365 Group?	15
A Quick Peek at the Admin Center	7
Your Challenge!	3

Create and Edit a SharePoint Team Site

Create a Team Site and Set Permissions	13
Change the Look of your Site	9
Understand the Structure of a SharePoint Page	12
Connect Web Parts	9
Manage Navigation as your Site Grows	3
Challenge	3

SharePoint Document Libraries

Organising Files	10
Add New files and Templates	7
Permissions	9
Document Library Views	9
Versioning Settings	13
Where does OneDrive fit in?	12

WEEK 2

Your Challenge!	1
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98 min.

Extend your site with OneNote, Planner, and Lists

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Shared Notebooks	16
Microsoft Planner	13
Microsoft Lists	13
Use Rules for Automation	7
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Create a Basic Communications Site

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Work with the Hero web part	5
Add a vertical section	6
Make it look professional!	4
Add content in a collapsible section	6
Add a site footer	3
Personalised content and audience targeting	10
Site access	4
Your Challenge!	3