

3-Day Training Course – Table of Contents

Microsoft SharePoint, Power Automate, Power Apps & Power BI

Duration: 24 Hours

Day 1 – SharePoint Online (Foundation to Intermediate)

Module 1: Introduction to SharePoint Online

- What is SharePoint Online
- SharePoint in Microsoft 365 ecosystem
- SharePoint Online vs OneDrive
- Use cases and business scenarios

Module 2: SharePoint Site Architecture

- SharePoint Site Types
 - Team Site
 - Communication Site
- Site collections and hub sites
- Permissions model (Owners, Members, Visitors)

Module 3: SharePoint Lists & Libraries

3.1 Document Libraries

- Create and manage libraries
- Uploading and organizing content
- Versioning settings
- Content approval

3.2 Metadata, Columns & Views

- Create columns
- Create, edit, delete views
- Audience targeting
- Column validation
- Conditional formatting

3.3 SharePoint Lists

- Create and customize lists
- List views and formatting

3.4 Alerts & Version Control

- Alert creation and management
- Version history and recovery

3.5 Permissions Management

- Library and list permissions
- Folder and file permissions
- Permission inheritance

Module 4: Permissions & Security

- Inheritance and permission levels
- Sharing files and folders securely
- External sharing configuration
- Best practices for access control

Module 5: Collaboration Features

- Co-authoring documents
- Alerts and notifications
- Integration with Microsoft Teams
- Practical hands-on exercises

Day 2 – Power Automate & Power Apps

Module 6: Power Automate (Workflow Automation)

Introduction to Power Automate

- What is Power Automate
- Types of flows
 - Automated flow
 - Instant flow
 - Scheduled flow

Creating Flows

- Triggers and actions
- Using SharePoint as a data source
- Approval workflows

- Conditions, loops, and expressions
- Error handling and flow monitoring

Hands-on Labs

- Automated email notifications
 - SharePoint approval flow
 - Data update automation
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Module 7: Power Apps (Low-Code App Development)

Introduction to Power Apps

- Power Apps overview
- Canvas apps vs Model-driven apps
- Licensing overview

Building Canvas Apps

- Connecting to SharePoint lists
- Screen design and layouts
- Forms (New, Edit, View)
- Galleries and controls
- Basic formulas and functions

Hands-on Labs

- Create a SharePoint-based app
 - Customize forms
 - Publish and share Power Apps
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Day 3 – Power BI (Data Visualization & Reporting)

Module 8: Power BI Fundamentals

- What is Power BI
- Power BI Desktop vs Power BI Service
- Power BI architecture

Module 9: Data Preparation

- Connecting to data sources

- SharePoint Lists
- Excel
- Data transformation using Power Query
- Data modeling basics
- Relationships and calculated columns

Module 10: Data Visualization

- Creating charts, tables, and slicers
- Designing interactive dashboards
- Filters and drill-down features
- Best practices for report design

Module 11: Publishing & Sharing

- Publishing reports to Power BI Service
- Workspaces and apps
- Sharing dashboards and reports
- Security and row-level security (RLS)

Module 12: End-to-End Integration

- SharePoint + Power Apps + Power Automate + Power BI
- Real-world business scenario
- Final hands-on exercise
- Q&A and course wrap-up