

SharePoint Online Super User, Administrator & SharePoint Agent

80 Hours Training Program (20 Days × 4 Hours per Day)

Duration: 80 Hours

Schedule: 20 Days × 4 Hours

Format: 50% Instructor-Led + 50% Hands-On Labs

Week 1: SharePoint Online Fundamentals (20 Hours)

Day 1 - Introduction to SharePoint Online (4 Hours)

Topics

- Microsoft 365 Overview
- SharePoint Online Architecture
- Modern SharePoint Experience
- Classic Sites (Optional)
- Team Sites vs Communication Sites
- SharePoint Navigation and Interface
- SharePoint Use Cases

Lab

- Access Microsoft 365 Tenant
 - Explore SharePoint Admin Center
 - Create Team Site
 - Create Communication Site
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Day 2 - Site Management (4 Hours)

Topics

- Site Creation Options
- Site Templates
- Site Settings

- Regional Settings
- Site Branding
- Navigation Configuration

Lab

- Create Multiple Sites
 - Configure Navigation
 - Apply Theme and Branding
 - Configure Site Settings
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Day 3 - Security, Permissions & Sharing (4 Hours)

Topics

- SharePoint Security Model
- Permission Levels
- SharePoint Groups
- Microsoft 365 Groups
- External Sharing
- Permission Inheritance

Lab

- Create Security Groups
 - Assign Permissions
 - Break Permission Inheritance
 - Validate User Access
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Day 4 - Modern Pages & News (4 Hours)

Topics

- Modern Pages
- Web Parts
- News Posts
- Hero Web Part
- Audience Targeting (Both Modern & Classic)
- Content Publishing
- Schedule Publishing

Lab

- Create Pages

- Configure different Web Parts
 - Publish News Articles
 - Schedule News Content
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Day 5 - Site Design Workshop (4 Hours)

Topics

- Intranet Planning
- Information Architecture Basics
- Site Structure Design
- User Experience Best Practices

Lab

- Build Intranet Home Page
 - Create Department Landing Pages
 - Configure Navigation Hierarchy
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Week 2: Content Management & Information Architecture (20 Hours)

Day 6 - SharePoint Lists (4 Hours)

Topics

- List Fundamentals
- Column Types
- Views
- Sorting and Filtering
- Formatting Options

Lab

- Employee Directory List
 - Leave Request List
 - Custom Views
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Day 7 - Advanced Lists (4 Hours)

Topics

- Calculated Columns
- Validation Rules
- Import Excel Data
- List Templates

Lab

- Employee Tracker Solution
 - Conditional Formatting
 - Dashboard Views
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Day 8 - Document Libraries (4 Hours)

Topics

- Library Structure
- Folders vs Metadata
- Versioning
- Check-In/Check-Out
- Content Approval

Lab

- Configure Library
 - Enable Version History
 - Configure Approval Settings
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Day 9 - Metadata & Taxonomy (4 Hours)

Topics

- Managed Metadata
- Term Store Management
- Enterprise Keywords
- Metadata Navigation

Lab

- Create Taxonomy Structure
- Configure Term Store
- Apply Metadata

Day 10 - Content Types & Document Sets (4 Hours)

Topics

- Site Columns
- Content Types
- Document Sets
- Template Management
- Reusable Content

Lab

- Create Content Types
 - Configure Document Sets
 - Build Contract Repository
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Week 3: Collaboration & Productivity (20 Hours)

Day 11 - Teams & SharePoint Integration (4 Hours)

Topics

- Teams Integration
- Document Collaboration
- Co-Authoring
- Channel Files
- Collaboration Features

Lab

- Create Teams-Connected Site
 - Configure Document Collaboration
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Day 12 - OneDrive Integration (4 Hours)

Topics

- OneDrive Architecture
- Synchronization
- Known Folder Move
- Sharing Controls
- Offline Access

Lab

- Configure Sync
 - Test Sharing Features
 - Manage User Documents
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Day 13 - SharePoint Search (4 Hours)

Topics

- Search Architecture
- Search Experience
- Search Schema
- Managed Properties
- Search Optimization

Lab

- Configure Search
 - Create Search Experiences
 - Test Search Results
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Day 14 - Power Platform Integration (4 Hours)

Topics

- Power Automate Overview
- Power Apps Overview
- Microsoft Forms Integration
- Approval Workflows
- Business Process Automation

Lab

- Create Approval Workflow
 - Build Automated Notification Process
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Day 15 - Collaboration Workshop (4 Hours)

Lab Based Session

Build:

- HR Portal

- Knowledge Base
 - Employee Directory
 - News Center
 - Team Collaboration Workspace
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Week 4: SharePoint Administration & SharePoint Agents (20 Hours)

Day 16 - SharePoint Administration (4 Hours)

Topics

- SharePoint Admin Center
- Tenant Configuration
- Site Administration
- Storage Management
- Service Health

Lab

- Configure Tenant Settings
 - Create and Manage Sites
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Day 17 - Governance, Compliance & Security (4 Hours)

Topics

- Governance Framework
- Retention Policies
- Retention Labels
- Sensitivity Labels
- Data Loss Prevention (DLP)
- Ediscovery & Compliance Policy Center

Lab

- Implement Retention Policy
 - Configure Sensitivity Labels
 - Create DLP Policy
 - Configure an eDiscovery case
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Day 18 - Introduction to SharePoint Agents (4 Hours)

Topics

- Microsoft 365 Copilot Overview
- What are SharePoint Agents
- Agent Architecture
- Knowledge Sources
- Grounding Data
- Business Use Cases

Lab

- Explore Prebuilt Agents
 - Configure Knowledge Sources
 - Test Agent Responses
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Day 19 - Building & Managing SharePoint Agents (4 Hours)

Topics

- Creating SharePoint Agents
- Agent Instructions
- Agent Permissions
- Security Model
- Responsible AI Practices
- Agent Governance

Lab

- Create HR Agent
 - Create IT Support Agent
 - Configure Agent Permissions
 - Test User Access Scenarios
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Day 20 - SharePoint Advanced Management & Governance (4 Hours)

Topics

- Overview of SharePoint Advanced Management
- Data Governance and Site Lifecycle
- Oversharing and Data Exposure Protection
- Access Governance and Ownership Reviews
- Conditional Access and Device-Based Controls
- SharePoint Analytics and Governance Reporting
- Governance Best Practices
- SAM Roadmap and Future Capabilities

Lab

- Review Governance Insights Dashboard
- Identify High-Risk Sites
- Run Access Governance Reports
- Create a Governance Improvement Plan
- Analyze Content Exposure Scenarios