Course: **Microsoft SharePoint**

Duration: 30 Hrs (Changeable) | Fees: Individual / Batch

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* Here\'s a

detailed syllabus for Microsoft SharePoint covering fundamental to advanced topics:

Microsoft SharePoint Course Syllabus

Module 1: Introduction to Microsoft SharePoint

* Overview of SharePoint â€" Features and Benefits

* SharePoint as a Collaboration Platform

* Understanding SharePoint Architecture

* On-Premises vs SharePoint Online

* SharePoint Editions and Licensing

* Navigating the SharePoint User Interface

Module 2: SharePoint Sites and Site Collections

* Understanding Site Collections and Subsites

* Creating and Managing Site Collections

* Types of SharePoint Sites (Team, Communication, Hub)

* Configuring Site Settings and Navigation

* Customizing Site Look and Feel

* Creating and Managing Pages with Web Parts

* Understanding SharePoint Home Site and Hub Sites

Module 3: SharePoint Lists and Libraries

* Creating and Managing Lists (Custom Lists, Task Lists, Calendar)

* Document Libraries â€" Features and Versioning

* Metadata and Content Types

* Creating and Managing Views and Filters

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✳ Working with Large Lists â€" Indexing and Performance Optimization

✳ Using Lookup Columns and Relationships

Module 4: SharePoint Content Management

✳ Understanding SharePoint Content Management System (CMS)

✳ Document Versioning and Check-in/Check-out Features

✳ Implementing Content Approval Workflows

✳ Document Co-Authoring and Collaboration

✳ Records Management and Compliance Policies

✳ Managing Document Retention Policies

✳ Using Document Sets for Organizing Content

Module 5: SharePoint Permissions and Security

✳ SharePoint Security Model Overview

✳ User Roles and Permission Levels

✳ Creating and Managing Permission Groups

✳ Site and Item-Level Security

✳ External Sharing and Guest Access

✳ Managing Access Requests and Invitations

✳ Auditing and Monitoring Security

Module 6: SharePoint Workflows and Automation

✳ Introduction to SharePoint Workflows

✳ Automating Tasks with Power Automate (Microsoft Flow)

✳ Creating and Customizing Workflows

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* Approval Processes and Notification Workflows

* Using SharePoint Designer for Workflows

* Integrating Power Automate with SharePoint

Module 7: SharePoint Integration and Customization

* Integrating SharePoint with Microsoft 365 (Teams, OneDrive, Outlook)

* Using PowerApps for Custom Forms

* Introduction to SharePoint Designer

* Customizing SharePoint with JSON and PowerShell

* Developing Custom Web Parts and Extensions

* Using REST API and JavaScript for Customizations

Module 8: SharePoint Administration

* Central Administration Overview (For On-Premises)

* Managing SharePoint Online Admin Center

* Creating and Managing Subsites

* Managing Quotas and Storage Limits

* Monitoring and Troubleshooting Issues

* Performing Backup and Restore in SharePoint

* Using SharePoint Health Analyzer

Module 9: SharePoint Search and Business Intelligence (BI)

* Configuring SharePoint Search

* Search Optimization with Managed Metadata

* Enterprise Search and Query Rules

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* Business Intelligence Features in SharePoint

* Integrating Power BI with SharePoint

* Creating Dashboards and Reports

* Using SharePoint Excel Services

Module 10: Advanced SharePoint Topics (Optional)

* SharePoint Hybrid Deployment and Migration

* Introduction to SharePoint Framework (SPFx) for Developers

* Customizing SharePoint with JavaScript and REST APIs

* Enterprise Content Management (ECM)

* Governance and Compliance Best Practices

* Performance Tuning and Optimization

Hands-On Projects and Real-Time Scenarios

* Setting up a SharePoint Team Site for an Organization

* Implementing a Document Approval Workflow

* Integrating SharePoint with Microsoft Teams and PowerApps

* Creating Custom SharePoint Dashboards with Power BI

* Developing a Custom Web Part for SharePoint Online

(Click on Course for more details)

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- Thank You -

N.B:This syllabus is not final and can be customized as per requirements / updates.

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