

## Phase 1: Live SharePoint and office365 training Outline

- 1. Basic Computer Skill (To cover skill gap among students)**
  - How to use window 10/11
  - How to use Internet and web browsers such as chrome, Firefox, Microsoft edge, how to manage bookmarks and other related concepts
- 2. Fundamentals of Software engineering and development**
  - Basic concepts of Digital product called software
  - Roles & Responsibilities
  - Software Development life cycle (CDLC)
  - Methodologies (waterfall, Agile (Scrum, Kanban))
- 3. Introduction to office 365**
  - Introduction to office365
  - Understanding subscription types
  - Subscribing office 365 developer account by free
- 4. Introduction to SharePoint**
  - What Is SharePoint
  - SharePoint Sites
  - Team Sites
  - Communication sites
  - Features of a SharePoint Site
  - SharePoint Apps (lists & library)
  - Accessing SharePoint Online
  - Signing Out of SharePoint
- 5. Creating Team sites**
  - Understanding the benefits of team site
  - Sites and Site Collections
  - Understanding Creating Sites
  - Creating a Team Site
  - Quickly Changing the Theme
  - Changing the Logo
  - Change the Look Options
- 6. Creating communication Sites**
  - Changing the Look of a Site
  - Understanding the benefits of communication site
  - Understanding Creating Sites
  - Creating a Team Site
  - Quickly Changing the Theme
  - Changing the Logo
  - Change the Look Options
  - Changing the Look of a Site
- 7. Working with Navigation and Menu**
  - Managing left/quick navigation
  - Creating top navigation menu
  - Creating cascading menu
  - Creating mega menu
  - Creating footer navigation in communication site
- 8. Hub Sites**
  - What is a hub site?
  - Advantages of hub sites
  - Associate a site to a hub
  - View of hub site
  - Creating parent hub site
  - Associating child hub to parent hub
- 9. Working with Lists**
  - Understanding Lists
  - Adding a List
  - Adding Items to a List
  - Adding Columns
  - Creating a List from a List template
  - Creating a New Item in a List
  - Creating a New List Item Using Quick Edit
  - Editing the Properties of a List Item
  - Deleting a File or List Item
  - Restoring a Deleted List item

### 10. Advanced Lists

- Importing a List from Excel
- Publishing an Excel Table as a List
- Updating Data in a Connected Excel Table
- Adding a Custom List
- Understanding Column Types
- Adding a Column to a List
- Adding a Column with Custom Validation
- The List and Library Settings
- Modifying a Column in a List or Library
- Deleting a Column from a List or Library
- Reordering Columns in a List or Library
- Renaming a List or Library
- Changing the Versioning Settings
- Creating Multiple Items from Excel
- Editing the Document
- Template for a Library
- Deleting a List or Library

### 11. Working with Calendars

- Adding a Calendar
- Adding an Event
- Adding a Recurring Event
- Changing an Event
- Connecting a Calendar to Outlook
- Working with Connected Calendars in Outlook
- Disconnecting a SharePoint Calendar
- Deleting an Event
- Setting Up for Calendars Overlay
- Using Calendars Overlay

### 12. Getting Started with Libraries

- Understanding Library

- Uploading a Single File
- Uploading Multiple Files
- Creating a New Document in a Library
- Creating a New Folder in a Library
- Selecting Files
- Reading a Document
- Downloading a Copy of a document
- Editing a Document
- Deleting a File
- Restoring a Deleted File

### 13. Working with Libraries

- Understanding Document Coauthoring
- Emailing a Link to a File
- Synchronizing a Library or Folder
- Viewing Properties
- Editing the Properties of a File
- Understanding Versioning and Check Out/check in
- Using Check in and Check Out
- Viewing Version History
- Restoring an Earlier Version
- Checking Permissions on Files
- Sorting and Filtering Libraries
- Creating an Alert on a Document
- Creating an Alert on a Library
- Managing Your Alerts

### 14. Creating Views

- Creating a New View from An Existing View
- Creating a Custom View
- Understanding the Create View Page
- Selecting the Columns
- Modifying a View
- Specifying Sort Criteria
- Specifying Filter Criteria
- Specifying Grouping Criteria
- Creating a Calendar List View

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- Deleting a View
- enabling a Dynamic filtering webpart
- 15. OneDrive for Business**
  - Understanding OneDrive for Business
  - Accessing OneDrive for Business
  - Uploading Files
  - Creating New Files
  - Creating New Folders
  - Editing Files
  - Sharing Files
  - Synchronizing Your Library
  - Deleting Files and Folders
- 16. Content Types**
  - Understanding Site Columns
  - Understanding Content Types
  - Creating a Content Type
  - Adding Columns to a Content Type
  - Adding a Content Type to a Library/list
  - Using a Custom Content Type
  - Changing the Template for a Content Type
  - Understanding Document Sets
  - Creating a Document Set Content Type
  - Configuring a Document Set Content Type
  - Using a Document Set Content Type
  - Removing a Content Type from a Library
- 17. Understanding Permissions**
  - Understanding SharePoint Security
  - Understanding Inheritance
  - Breaking Permissions Inheritance
  - Viewing Permissions for Groups
  - Viewing Permissions for Users
  - Adding Users to a Group
- Removing Users from a Group
- Creating a Custom Group
- Modifying a Group
- Deleting a Group
- Viewing Permissions on Libraries and Lists
- Granting Unique Permissions to a Library
- Restoring Permissions Inheritance
- Creating Customized Permission Level
- 18. Working with audience targeting**
  - Understanding audience targeting
  - Managing audience targeting in menu/top Navigation
  - Managing audience targeting in left/ quick navigation
  - Managing audience targeting in communication site footer
  - Managing audience targeting in pages library
- 19. Working with InfoPath Designer 2013**
  - How to create forms using InfoPath
  - How to publish forms to SharePoint
  - Repeating section/tables
- 20. Working with SharePoint designer 2013**
  - Installing SharePoint designer
  - Opening SharePoint sites SP designer
  - Customizing site with sp designer
  - Creating workflow with sp designer
- 21. Working with Nintex forms 3<sup>rd</sup> pard tools**
  - Installing Nintex forms and workflows in SharePoint apps
  - Creating forms with Nintex
  - Creating Workflows with Nintex

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### 22. Understanding and working with Client site scripts

- Hypertext markup language(HTML)
- Cascade style sheets(CSS)
- Java scripts(JS)
- Java script Object Notation (JSON )for SharePoint modern site and lists

### 23. SharePoint Framework SPFx

- SPFx Overview
- Understanding the limitation of SharePoint OTB
- Building webparts using SharePoint SPFx

### 24. SharePoint

#### 2013/2016/2019/Subscription

- Understanding the core functionalities and features
- Site Structure and Navigation
- Document Management
- Permissions and Security
- SharePoint Deployment Options

### 25. SharePoint with Power platform basics

- Custom SharePoint form with power apps
- Understanding business automation
- Creating flow from template
- Creating brand new flow
- Publishing flow to SharePoint

### 26. SharePoint Governance and Best Practices

- Introduction to SharePoint Governance
- Planning SharePoint Governance
- Site Provisioning and Lifecycle Management
- Content Management Best Practices
- Permissions and Security Governance

- Information Architecture and Taxonomy
- Compliance and Data Governance
- Change Management and User Adoption
- Monitoring and Reporting
- Backup and Disaster Recovery
- SharePoint Governance in Hybrid Environments

### 27. SharePoint Data Migration

- Introduction to data migration
- Migrating SharePoint data using free tools.
- Migrating SharePoint data using 3 party tools such as Sharegate