Microsoft SharePoint Webpages

Duration: 1 Day Course Code: M365SPW

Overview:

Having designed the layout of your SharePoint site, you now need to make working with SharePoint Online as user-friendly and engaging as possible… a great way to do this is using SharePoint webpages.
This tool allows you to use built-in templates or create and customise your own pages to enhance the end-user experience and create a welcoming and professional online environment for you and your colleagues.

Target Audience:

This course is designed for anyone who is responsible for a SharePoint Site who wishes to use webpages to use to create a more accessible environment for end-users.

Objectives:

- By actively participating in this course, you will learn about the following:
- Create and use Modern Pages on a SharePoint site
- Use web parts to improve the design of your webpages
- Approving workflows using Power Automate

Prerequisites:

To be successful in this course, we recommend you first attend the following courses or have equivalent knowledge:

Microsoft SharePoint Online for Owners (M365SPO)

Software Requirements for Virtual Classroom

Delegates will need to have an Office 365 subscription with access to SharePoint Online and appropriate permissions to be able to create webpages.

This course is not suitable for MAC users.

Content:

Get inspired with Microsoft Look Book

Customise site home page

Create site pages and manage page structure

Add text to a page

Introduction to web parts

Image gallery

Hero web part

Embed media

Schedule news posts

Embed media

File viewer

Highlighted content

Divider and Spacer web part

Microsoft Forms web part

People web part

Planner app

PowerBI web part

Link Pages

Microsoft 365 connectors

Help others find your page

Compare and restore SharePoint pages

Create an approval workflow for SharePoint pages using Power Automate

Replicate pages from a page template

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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