TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC
Address: 103 Pasteur, Dist.1, HCMC
Tel: 08 38245819; 38239761
Email: traincert@tdt-tanduc.com
Website: www.tdt-tanduc.com; www.tanducits.com

Let's Reach For Excellence!

SharePoint® Online & Power Automate

Duration: *24 hours*
Level*: 200*

AUTODESK Authorized Training
Microsoft Silver Learning
amazon web services Partner Network Authorized Training
SOLIDWORKS Authorized Training
Accredited Training Center EC-Council
PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

AUDIENCE

Business users and anyone that works with SharePoint sites on a regular basis

PREREQUISITES

Familiarity with SharePoint, OneDrive, and Excel.

COURSE OUTLINE

PART 1: MANAGING SHAREPOINT ONLINE

Module 1: Manage User Profiles and Apps

This module is about user profile and customization in SharePoint Online. It discusses manage User Profiles in SharePoint Online. It also describes how to use the App Catalog to make custom business apps available for your SharePoint Online.

Lessons

- Manage User Profiles
- Plan and configure customizations and apps

After completing this module, students will be able to:

- Describe how to configure user profile properties.
- Describe how to manage audiences
- Describe how to use the App Catalog to make custom apps.

Module 2: Plan and Configure Managed Metadata and Business Connectivity

This module is about the Managed Metadata and Business Connectivity Services. It introduces the concepts of managed metadata as well as the process to import term sets. It also describes how to manage Business Connectivity Services and create external list.

Lessons

- Plan and configure Managed Metadata
- Plan and configure Business Connectivity Services (BCS) and Secure

After completing this module, students will be able to:

- Describe the functions of the Managed Metadata.
- Create and manage term groups, term sets, and terms
- Explain the key components of a BDC model.
- Describe the high-level architecture of BCS.
- Explain the purpose of the Secure Store Service.

Module 3: Plan and Configure Search

This module is about enterprose search service application. It provides details on planning and configuring content sources, crawl schedules, and crawl rules. It also discusses how to provision search management of a range of search components, such as Query Rules, Result Types and Display Templates.

Lessons

- Overview of search in SharePoint Online
- Manage search

After completing this module, students will be able to:

- Describe the difference between modern and classic search experiences.
- Describe how to plan and configure content sources.
- Describe how to manage the search schema.
- Explain the use and deployment of query rules.
- Explain the use and deployment of result source.

PART 2: POWER AUTOMATE

Module 1: Get started with Power Automate

Power Automate is an online workflow service that automates actions across the most common apps and services.

- Introducing Power Automate
- Create your first flow
- Learn to use the Power Automate mobile app
- Receive text and email notifications from flows
- Copy files with flows
- Create recurring flows
- Post tweets with Power Automate
- Create team flows
- Troubleshoot flows
- Check your knowledge

In this module, you will:

- Create a flow that automatically saves email attachments
- Learn how to create a button flow to send yourself a reminder

Module 2: Build more complex flows with Power Automate

Power Automate is an online workflow service that automates actions across the most common apps and services. In this module, you'll build more advanced flows to streamline your business, save time, and work more efficiently.

- Learn to build more complex flows
- Build an approval request
- Build a flow that processes an approval request
- Create a flow that stores documents
- Build a flow that uses information like locations or date
- Build a flow accepts user input when run
- Learn to build a flow that runs at recurring time intervals
- Build a flow that runs when an event in Dynamics 365 occurs
- Build a flow that uses SQL
- Integrate Power Apps, Flow, and SharePoint

- Create a business process flow
- Create a business process flow that has conditions
- Monitor flows

Module 3: Use the Admin center to manage environments and data policies in Power Automate

Tenant and environment admins use the Power Automate Admin center to manage data policies and environments for Power Automate deployments.

- Administer flows
- Export and import flows
- Learn how to distribute button flows