



Tecnologia + Conoscenza = Innovazione

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Vivasoft

Consulenza & Formazione



Vivasoft è un'azienda leader nel settore della tecnologia, specializzata nell'offrire soluzioni innovative basate su Microsoft. Con anni di esperienza nel mercato, siamo orgogliosi di essere partner certificati Microsoft, impegnati a supportare la trasformazione digitale delle imprese. Una gamma completa di prodotti Microsoft e corsi di formazione altamente qualificata, progettati per aiutare le aziende a ottimizzare i loro processi, migliorare la produttività e acquisire competenze avanzate nel mondo della tecnologia.

Module 1: Introduction to SharePoint

What is SharePoint? Overview and business use cases
Overview of SharePoint versions (Online, Server, 2019, etc.)
SharePoint architecture: sites, document libraries, and lists
Difference between SharePoint Online and SharePoint Server
Introduction to Office 365 and SharePoint Online integration
Creating a Microsoft account and accessing SharePoint Online

Module 2: Creating and Managing Sites in SharePoint

Creating a SharePoint site (Classic vs. Modern)
Site structure: pages, document libraries, lists, and libraries
Differences between Communication Sites and Team Sites
Customizing a site: theme, logo, navigation bar
Managing site and document library permissions
Enabling and managing site features (web parts, apps, etc.)

Module 3: Working with Document Libraries

Creating and configuring document libraries
Uploading and managing documents
Versioning and managing document versions
Document and folder-level access control
Managing read and write permissions for documents
Syncing SharePoint with OneDrive
Using Microsoft Teams for SharePoint collaboration

Module 4: Working with Lists and Libraries

Creating SharePoint Lists: Custom lists vs. predefined lists
Adding columns and content types to lists
Filtering, sorting, and displaying data in SharePoint lists
Creating custom views
Managing and automating workflows with Power Automate
Integrating lists with Power Apps for custom app development

Module 5: Permissions and Security Management

Difference between site permissions and document permissions
Configuring permissions at the group and user level
Managing inherited and custom permissions
Roles and groups in SharePoint: Owners, Members, and Visitors
Access control based on Active Directory and Microsoft 365 Groups
Using security policies to protect corporate data

Module 6: Customization and Automation

Customizing SharePoint forms with Power Apps
Creating and managing workflows (Workflows) with Power Automate
Using web parts to personalize SharePoint pages
Integrating SharePoint with other Office 365 apps (Teams, OneDrive, Outlook)
Creating custom dashboards to visualize data

Module 7: Content Management and Collaboration

Using **Microsoft Teams with SharePoint** for real-time collaboration
Managing enterprise content through libraries and shared documents
Setting permissions for sensitive documents
Using **comments, approvals, and notifications** in documents
Creating **approval workflows** for content management

Module 8: Search and Navigation in SharePoint

Configuring **SharePoint search**
Using **advanced search features**
Optimizing document libraries for search
Customizing **search filters and queries**
Creating **Search Verticals** and custom refiners

Module 9: Backup and Data Recovery Management

Managing **backup copies in SharePoint Online**
Recovering documents and previous versions
Controlling sensitive data with **DLP (Data Loss Prevention)**
Monitoring and auditing activities in SharePoint
Protecting data using the **Compliance Center**

Module 10: Best Practices and Optimization

Best practices for managing content and permissions
Optimizing **SharePoint performance**
Governance management in SharePoint
Handling archived sites and documents
Tips for effective enterprise workflow management