

55281 : SharePoint Online Branding

Course Outline

Module 1: Branding in SharePoint Online

Objective: Understand the complex history of SharePoint, focusing on its evolution from on-premises to cloud services and the impact of this transition on branding.

Lessons:

- A history of branding in SharePoint
- What is SharePoint?
- How was SharePoint branded in the past?
- Publishing sites and master pages
- SharePoint Designer
- Live SharePoint publishing sites
- SharePoint's journey to the cloud
- A change in best practices
- Modern vs. classic
- What tools may you need?
- Understanding your company branding

Lab 1: Setting up SharePoint:

- Create a communication site
- Create a team site

Outcome: After completing this module, students will be able to:

- Recognize classic and modern SharePoint interfaces.
- Understand the difference between on-premises and cloud versions of SharePoint.
- Be aware of legacy techniques and why they are not valid in SharePoint Online modern sites.
- Know which tools are required and which are optional for branding SharePoint Online.

Module 2: Managing Modern Themes

Objective: Focus on out-of-the-box updates in SharePoint Online for branding purposes, utilizing built-in menus and options.

Lessons:

- Upgrading from classic to modern
- Changing themes in team and communication sites
- Adding site logos
- Headers
- Mega menus and cascading menus
- Background images
- Footers
- Deploying themes with hub sites
- Setting up hub sites
- Connecting to hub sites
- Set up an organizational custom theme

Lab 1: Customize a modern site:

- Set up a hub site hierarchy

- Customize your hub site theme
- Build your hub site navigation
- Associate a team site to the hub site
- Update an organizational theme

Outcome: After completing this module, students will be able to:

- Customize themes, headers, footers, logos, and other site aesthetics.
- Understand how hub sites can be used for branding.
- Connect sites to a hub site.
- Be aware of best practices for customizing the look and feel of a site.
- Deploy an organizational custom theme for the Office 365 navigation bar.

Module 3: Creating Custom Themes

Objective: Showcase tools used to customize the branding of a SharePoint site beyond the default options, including SharePoint Designer, the SharePoint Online Management Shell, and Site Designs.

Lessons:

- Using SharePoint Designer with modern pages
- SharePoint Designer 2013 prerequisites
- Navigating SharePoint Designer
- Connecting to Sites and Pages
- Updating modern pages
- Using the theme designer
- An overview of the theme designer
- Exporting your new theme
- Deploying themes using PowerShell
- Connect to SharePoint and sign in
- Deploying and removing a custom theme
- Applying themes with Site Designs

Lab 1: Design a custom theme:

- Create a new custom theme
- Connect to SharePoint and sign in (using the SharePoint Online Management Shell)
- Deploy your new theme
- Switch to your new theme
- Implement a Site Design

Outcome: After completing this module, students will be able to:

- Use SharePoint Designer 2013 to update modern page layouts.
- Generate a new custom theme using the Fluent UI theme designer.
- Use the SharePoint Online Management Shell to deploy a custom theme.
- Use Site Designs to deploy your custom theme to new and existing sites.

Module 4: Customizing Lists and Libraries

Objective: Focus on applying branding to SharePoint's working areas, lists, and libraries, known collectively as apps, including conditional formatting and the use of Power Apps.

Lessons:

- Introducing JSON to lists and libraries
- Using design mode
- How to apply formatting to columns

- Format choices
- Conditional formatting
- Format views
- Using branding with formatting
- Using advanced mode
- Sample JSON code segments
- Schemas and branding
- Create clickable actions
- How to add icons
- Customizing people and hover cards
- Further samples
- Using Power Apps in lists and libraries
- Create a new form
- Brandable elements
- Removing a custom form

Lab 1: Format lists and use Power Apps with forms:

- Create a list based on a spreadsheet
- Apply row formatting to a list
- Add column formatting
- Add a custom form in Power Apps

Outcome: After completing this module, students will be able to:

- Implement formatting against columns and rows in lists and libraries.
- Be aware of the design mode and advanced mode formatting editors.
- Know where to go for additional support and resources for editing JSON.
- Understand the role of Power Apps in customizing SharePoint list and library forms.