Microsoft® SharePoint® Modern Experience: Advanced Site Owner

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Microsoft SharePoint Online and SharePoint 2019 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and create rich websites quickly and easily. By properly implementing the SharePoint features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management. In this course, participants will learn how to create, configure, and manage a SharePoint site so that their team or organization can collaborate effectively, manage the flow of digital information, meet governance and compliance needs, and create rich websites for their organization's needs.

Target Audience

This course is intended for:
- Existing Microsoft SharePoint site owners who will create and manage sites, add advanced pages and features, and manage records.

Prerequisites

To attend this course, candidates must have:
- The ability to create SharePoint sites, lists, and libraries, and to apply SharePoint site security. Candidates can obtain this level of skills and knowledge by taking the following course:
  - *Microsoft SharePoint Modern Experience: Site Owner with Forms and Flow.*

Microsoft Partner

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Course Objectives

Upon successful completion of this course, attendees will be able to:

- Implement and manage advanced SharePoint Site features based on business requirements.
- Configure site settings.
- Integrate external data and apps.
- Configure custom content types, columns, and document sets.
- Manage information governance and compliance.
- Design and create a SharePoint site for an event.

Course Topics

Module 1: Configuring Site Settings

- Configure SharePoint Site Settings
- Configure Navigation in SharePoint
- Plan and Implement SharePoint Hub Sites

Module 2: Integrating External Data and Apps

- Integrate Outlook with SharePoint
- Integrate Other Microsoft Apps with SharePoint
- Integrate Third-Party Apps and Services with SharePoint

Module 3: Configuring Custom Content Types, Columns, and Document Sets

- Create a Custom Content-Type
- Add Columns to Content Types
- Create and Configure Document Sets

Module 4: Managing Information Governance and Compliance

- Configure Auditing in SharePoint
- Activate and Configure Information Management Policies
- Configure Retention Labels and Records Management
- Manage Files with the Content Organizer

Module 5: Designing and Creating a SharePoint Event Site

- Design a SharePoint Site for an Event
- Create a SharePoint Site for an Event

ACTIVITIES INCLUDED