Microsoft SharePoint Modern Experience: Site Owner with Microsoft Forms and Flow

Course ID #: 7000-026-ZZ-Z

Hours: 7

Course Content

Course Description:

Microsoft® SharePoint® is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage SharePoint sites so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

At Course Completion:

In this course, you will create a SharePoint team site and a communication site, perform basic content management tasks on SharePoint sites, and configure workflows with Forms and Flow.
You will:
- Create and configure new SharePoint sites.
- Create and configure document libraries.
- Create and configure lists.
- Assign permissions and access rights.
- Create and configure a communication site.
- Implement workflows with Forms and Flow.

Target Student:

This course is designed for existing Microsoft SharePoint site users who will create and manage SharePoint team or communication sites in SharePoint Online or SharePoint 2019.

Prerequisites:

To ensure your success in this course, you should have basic end-user skills with Microsoft Windows 10 and later, and any or all of the desktop applications in the Microsoft Office suite, plus basic

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competence with Internet browsing. You should also have basic SharePoint site user skills such as the ability to access and use documents and apps on a typical SharePoint site. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- *Using Microsoft® Windows® 10* or *Microsoft® Windows® 10: Transition from Windows® 7*
- Any or all of the courses in the Logical Operations Office 2016 or Office 2019 curriculum
- *Microsoft® SharePoint® Modern Experience: Site User*

Topics:

Lesson 1: Creating and Configuring a New Site
Topic A: Create a Site in SharePoint
Topic B: Configure Site Look and Layout

Lesson 2: Creating and Configuring Document Libraries
Topic A: Create Document Libraries
Topic B: Configure File Versioning and Checkout
Topic C: Configure Content Approval

Lesson 3: Creating and Configuring Lists
Topic A: Add List Apps to a Site
Topic B: Create Custom Lists
Topic C: Create Calculated and Validated Columns

Lesson 4: Assigning Permissions and Access Rights
Topic A: Secure Sites with Permissions
Topic B: Secure Apps, Documents, and Files

Lesson 5: Creating and Configuring a Communication Site
Topic A: Create a Communication Site
Topic B: Configure a Communication Site

Lesson 6: Implementing Workflows with Forms and Flow
Topic A: Capture Data with Forms
Topic B: Store Form Data in SharePoint with Flow
Topic C: Automate Business Processes with Forms, Flow, and SharePoint