



# SharePoint Modern Experience: Advanced Site Owner

Course ID #: 7000-051-ZZ-Z

Hours: 7

## Course Content

### 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. In this course, you will learn how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, meet governance and compliance needs, and create rich websites for your organization's needs.

SharePoint features are robust and complex. Site owners can determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these 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.

### Course Objectives:

Upon completion, students will be able to:

- 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.
- Use features and services, such as Amazon Redshift database audit logging, Amazon CloudTrail, Amazon CloudWatch, and Amazon Simple Notification Service (Amazon SNS), to audit, monitor, and receive event notifications about activities in the data warehouse.
- Prepare for operational tasks, such as resizing Amazon Redshift clusters and using snapshots to back up and restore clusters.
- Use a business intelligence (BI) application to perform data analysis and visualization tasks against your data.

### Prerequisites:

The following are highly recommended:

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



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## Target Audience:

This course is designed for existing Microsoft SharePoint site owners who will create and manage sites, add advanced pages and features, and manage records.

## Topics:

### Configuring Site Settings

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

### Integrating External Data and Apps

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

### Configuring Custom Content Types, Columns, and Document Sets

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

### 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

### Designing and Creating a SharePoint Event Site

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