



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

55311: SharePoint® Server SE for Power Users

Duration: 4 Days

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

Course Description

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure participants have the confidence to plan and create new sites or manage their existing sites in SharePoint Server SE (Subscription Edition). The goal is to learn how to make SharePoint Server SE relevant to your team by using a site's functionality to help you share information and collaborate with your colleagues. During the class, participants will also learn best practices and 'what not to do' as they study and put theory into practice with hands-on labs in SharePoint Server SE.

Target Audience

This course is intended for:

- Delegates that have had little to no exposure to SharePoint Server SE.
- Users that have had some level of engagement with the product but are looking to broaden their skill set.

Prerequisites

To attend this course, candidates must have:

- Proficiency in navigating websites.
- Familiarity with navigating the different Windows® operating systems and using file explorer.



Microsoft Partner

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Course Objectives

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

- Describe the features of SharePoint Server SE.
- Create, and structure team sites, communication sites, hub sites and a home site.
- Create rich web pages for displaying interactive content.
- Organise content in lists and libraries using a wealth of features to complement a wide range of uses.
- Automate common business processes and customise digital forms.
- Manage a site's security ensuring your users have the right access to the right content.
- Leverage SharePoint Server SE's powerful search capabilities to acquire content quickly.
- Set up policies, retention, records and more to manage content across multiple sites.

Course Topics

Module 1: An Introduction to SharePoint

- What is SharePoint?
- Introducing SharePoint Server SE and SharePoint Online
- What is the Cloud and What is On-Premises?
- Ownership and Access

Module 2: Creating Sites

- Planning Your Sites
- Central Administration
- Web Addresses
- Site Collections
- Create a New Site and Site Templates
- Team Site Navigation
- The App Bar
- User Interface: Classic vs Modern
- Site Contents: Classic vs Modern
- Where Does Classic Come From?
- Create New Subsites
- Site Templates
- Apply a Theme
- Building Your Navigation
- Hub Sites
- Home Sites
- Delete Sites

Module 3: Creating and Managing Web Pages

- Introducing Pages
- The Types of Pages Found in SharePoint
- Modern SharePoint Pages
- Create News and Site Pages
- Sections
- Web Parts
- Save, Publish, Share, and Delete Pages
- SharePoint Spaces
- Communication Sites
- Classic SharePoint Pages
- How to Use Classic Team Site Pages
- Review Features of Classic Publishing Sites





Course Topics *Continued*

Module 4: Installing, Upgrading, and Migrating to Windows 7

- An Introduction to Apps
- Marketplace Apps
- Adding Apps to a Site
- Create and Manage Columns
- Public and Personal Views
- Managing App Settings
- Content Approval
- Major and Minor Versioning
- Document Sets
- Working With Files in a Library
- Create, Upload, and Edit Files
- Co-Authoring
- Check In-Out
- Edit and View File Properties
- Edit in Grid View
- File Commands
- Copy, Link and Share
- Folders
- The Recycle Bin
- Alerts and Rules
- OneDrive Sync
- Working with Classic Lists

Module 5: Building Processes with Workflows and Forms

- What Are Business Processes?
- Design and Test an Out of the Box Workflow
- Built In Workflows
- Third-Party Solutions
- Creating and Configuring Custom Workflows
- Configuring Workflow Settings
- Starting a Workflow
- Workflow Scenarios
- Customising List Forms
- Edit Columns
- Edit Using JSON
- An Introduction to Power Automate
- An Introduction to Power Apps

Module 6: Customising Security

- Managing Access to SharePoint
- Setup Access Requests
- Manage Sharing Rights
- Share a Site
- Share a File or Folder
- Remove a User
- Customising SharePoint Security
- Create Permission Levels and Groups
- Security Inheritance
- Security Best Practices





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Course Topics *Continued*

Module 7: Working in Search

- An Introduction to SharePoint Search
- Search in Folders, Libraries, Lists and Sites
- Search Results
- Search Tips
- Promoting Results

Module 8: Enterprise Content Management

- Managed Metadata Service
- An Introduction to Content Types
- Create and Manage Content Types
- Deploy Content Types
- Using Content Types in Apps
- The Content Type Hub
- Information Management Policies
- The Records Centre
- In-Place Records Management
- The Content Organizer
- Durable Links

LABS INCLUDED



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