

MICROSOFT SHAREPOINT MODERN EXPERIENCE WITH FORMS & FLOW

SITE OWNER – 1 DAY

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

COURSE CONTENT

CREATING AND CONFIGURING A NEW SITE

- Create a Site in SharePoint
- Configure Site Look and Layout

CREATING AND CONFIGURING DOCUMENT LIBRARIES

- Create Document Libraries
- Configure File Versioning and Checkout
- Configure Content Approval

CREATING AND CONFIGURING LISTS

- Add List Apps to a Site
- Create Custom Lists
- Create Calculated and Validated Columns

ASSIGNING PERMISSIONS AND ACCESS RIGHTS

- Secure Sites with Permissions
- Secure Apps, Documents, and Files

CREATING AND CONFIGURING A COMMUNICATION SITE



- Create a Communication Site
- Configure a Communication Site