

## MICROSOFT SHAREPOINT MODERN EXPERIENCE: ADVANCED SITE OWNER

### COURSE SPECIFICATIONS

<b>Course Code:</b>	MS-SP-AO
<b>Course No:</b>	ELK91-097_rev2.0
<b>Course Length:</b>	1 Day

### COURSE DESCRIPTION

Microsoft SharePoint, in conjunction with the Microsoft 365 productivity and office automation suite, provides tools to create and manage a corporate intranet, facilitate content sharing and collaboration, and enable users to create, access, store, and track documents and data in a central location.

Users who already have experience as SharePoint site members and owners may be ready to move on to more advanced site-building tasks such as using custom site templates, custom themes, applying advanced permissions settings, improving security, and preparing sites to support governance and compliance.

Advanced site builders may be ready to undertake more advanced site management tasks, working in conjunction with their SharePoint Administrator to create and use custom site templates, term sets and metadata, manage information governance and compliance, and get deeper into SharePoint security configuration.

This course focuses on these advanced site-building and administration tasks.

### TARGET AUDIENCE

This course is designed for students who already have experience creating Modern SharePoint sites and populating them with content, who want to learn advanced features to extend SharePoint's capabilities, make information easier to find and manage, use SharePoint features to improve governance and compliance, and improve the security of information and services within the SharePoint environment.

### PRE-REQUISITES

To ensure your success in this course, you should have SharePoint site user skills such as the ability to view and enter data in SharePoint lists and libraries, and to navigate a typical SharePoint site. You should also have intermediate site builder skills such as the ability to create a SharePoint site, apply a site template, populate sites with pages, create lists and libraries, and connect a site to a hub site. It is recommended that you have completed *Microsoft SharePoint Modern Experience: Site Basics* and *Microsoft SharePoint Modern Experience: Site Owner with Power Platform* or possess equivalent knowledge.

### HARDWARE REQUIREMENTS

For this course, you will need one computer for each student and one for the instructor. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- Sufficient processor speed, RAM, and disk space for good system performance when running a web browser on Windows.
- Mouse, keyboard, and monitor. A monitor capable of a screen resolution of 1,920 × 1,080 pixels or higher is recommended.
- High-speed, stable Internet connection.
- For the instructor's computer, a method to project and/or share the screen as needed for local and remote class participants.

#### For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

## SOFTWARE REQUIREMENTS

### For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (that includes SharePoint).
- The Edge web browser, included with Windows, is a good choice for using SharePoint. To facilitate viewing the JSON scripting file in Lesson 1, consider also installing the Firefox web browser on each computer.

### For virtual online training:

- A Microsoft Team account.  
**NOTE:** *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

## COURSE OBJECTIVES

In this course, you will perform advanced site-building and administration tasks. You will:

- Create a custom site template to reduce the time spent creating similarly configured SharePoint sites.
- Configure managed metadata, including custom term sets, content types, and metadata-based navigation.
- Control access through permissions.
- Improve overall security of sites, lists, libraries, folders, list items, and documents.

## LEARNING OUTLINE

1. Creating Custom Site Templates
    - a. Prepare a Site Script
    - b. Generate and Use a Custom Site Template
  2. Managing Content Services
    - a. Plan and Configure Managed Metadata
    - b. Create and Manage Content Types
    - c. Use Managed Metadata for Navigation and Filtering
  3. Controlling Access Through Permissions
    - a. Assign Permissions
    - b. Manage Permissions Inheritance
  4. Improving Security
    - a. Manage Access at the Site Level
    - b. Manage Access at the Tenant Level
- Appendix A: Cleaning Up Unused SharePoint Resources

## ASSESSMENTS

*Formative* assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a OneTrust Training Solutions certificate that indicates *Attendance* will be provided.

## MERSETA TRAINING PROVIDER

OneTrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *OneTrust Training Solutions* certificate for the relevant courses.

## CONTACT DETAILS

Further enquiries may be directed to:

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