

MICROSOFT SHAREPOINT MODERN EXPERIENCE: SITE OWNER WITH MICROSOFT FORMS AND FLOW

COURSE SPECIFICATIONS

Course Code:	MS-SP-SO
Course No:	ELK91-068_rev1.0n
Course Length:	1 Day

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.

Note: *The skills covered in this course are appropriate both for Site Users who work in environments with SharePoint Online servers and for those using on-premises SharePoint servers in Modern Experience mode. This course covers the comprehensive suite of SharePoint online features and functions, which may go beyond what is available if the production environment is limited to SharePoint 2019 servers. How the environment is customized and configured will also affect how production sites compare to the sample sites shown in class.*

TARGET AUDIENCE

This course is designed for existing Microsoft SharePoint site users who need to create and manage a SharePoint team site.

PRE-REQUISITES

To ensure your success in this course, you will need basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site. It is recommended that you have completed *Microsoft SharePoint: Site User* or possess equivalent knowledge.

HARDWARE REQUIREMENTS

This course requires four server computers, and one workstation for each student and one for the instructor. The Domain Controller computer must have 4 GB of RAM, the Exchange Server must have 6 GB of RAM, and the SharePoint server computer must have at least 12 GB of RAM or you will likely encounter errors during or after setup that are related to low memory conditions. The Office Online Server can run with as little as 6 GB of RAM. The student workstations should be standard Windows 10 installations.

If you need to reduce the number of servers, you can combine the Domain Controller and the Exchange server onto one server. This may cause some issues like the Exchange services not starting automatically on startup. You will have to manually start each service or run the StartExchangeServices.bat file in the C:\091068Data\Setup\DTExch folder. To combine the servers, perform all steps for DT-DC. Then perform the steps starting with Step 8. Replace any instances of DT-Exch with DT-DC. The machine should have at least 8 GB of RAM.

If you are using Hyper-V virtual machines, in the Firmware section of Hyper-V Manager Settings, uncheck the Enable Secure Boot option. Otherwise, when attempting to install updates, the updates will fail.

Each computer will need the following minimum hardware configurations:

DT-DC

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 4 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Exch

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 6 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

SharePoint

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 12 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Assign at least two processor cores if you are running this server in a virtual environment
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Off-Online

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 6 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

WorkstationX

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 3 GB RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

SOFTWARE REQUIREMENTS

DT-DC

- Microsoft Windows Server

DT-Exch

- Microsoft Exchange Server
- Microsoft Windows Server

SharePoint

- Microsoft SharePoint Server
- Microsoft Windows Server

DT-Off-Online

- Microsoft Office Online Server
- Microsoft Windows Server

WorkstationX

- Microsoft Office Professional
- Microsoft Windows

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. You will:

- Create and configure new sites.
- Add and configure document libraries.
- Add and configure lists.
- Create custom lists and forms.
- Assign permissions and access rights.
- Extend SharePoint functionality with web parts.

LEARNING OUTLINE

1. Creating and Configuring a New Site
 - a. Create a New Site
 - b. Configure the Look and Feel of Your Site
2. Adding and Configuring Libraries
 - a. Configure a Document Library
 - b. Configure Document Versioning and Check Out
 - c. Configure a Content Approval Process
3. Adding and Configuring Lists
 - a. Add and Configure an Announcements List
 - b. Add and Configure a Tasks List
 - c. Create, Configure, and Integrate Contacts and Calendars
4. Creating Custom Lists and Forms
 - a. Create and Configure Custom Lists
 - b. Create Custom List Forms
 - c. Assigning Permissions and Access Rights
 - d. Share Sites and Set Site Permissions
 - e. Secure Lists, Libraries, and Documents
5. Extending SharePoint Functionality with Web Parts
 - a. Add and Configure Included Web Parts
 - b. Add and Configure External Web Parts

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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