

## MICROSOFT SHAREPOINT MODERN EXPERIENCE: SITE USER

### COURSE SPECIFICATIONS

<b>Course Code:</b>	MS-SP-SU
<b>Course No:</b>	ELK91-068_rev1.0n
<b>Course Length:</b>	1 Day

### COURSE DESCRIPTION

In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft SharePoint is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use SharePoint to access, store, share, and collaborate with information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of the Modern UI and Office 365 integrations will streamline tasks and facilitate collaboration with colleagues in other Office 365 and third-party apps.

**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 Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members within Microsoft SharePoint (using either a Microsoft SharePoint Online or a Microsoft SharePoint 2019 server).

### PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

### 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\DTEch 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

In this course, you will effectively utilize resources on a typical SharePoint team and communication sites while performing normal business tasks. You will:

- Interact with SharePoint sites.
- Work with documents, content, and lists.
- Share, follow, and collaborate on content.
- Interact with Office 365 files via SharePoint.
- Manage Office 365 apps with SharePoint.

## LEARNING OUTLINE

1. Interacting with SharePoint Team Sites
  - a. Access SharePoint Sites
  - b. Navigate SharePoint Sites
2. Working with Documents, Content, and Libraries
  - a. Upload Documents
  - b. Search for Documents and Content
3. Interacting in SharePoint
  - a. Update and Share Your Profile
  - b. Follow and Share Content
4. Working with Lists
  - a. Add and Modify List Items
  - b. Configure List Views
  - c. Filter and Group Data with List Views
5. Integrating with Microsoft Office
  - a. Access and Save Microsoft Office Documents with SharePoint
  - b. Manage Document Versions
  - c. Work with SharePoint Data from Outlook

## 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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