



# Microsoft® SharePoint® Modern Experience: Site Owner with Microsoft Forms and Flow

**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.

**Duration:** Virtual instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 8 hours (1 day)

**Course Objectives:** In this course, you will create a SharePoint team site and a communication site, perform basic content management tasks on SharePoint sites, and configure workflows with Forms and Flow. Students will:

- Create and configure new SharePoint sites.
- Create and configure document libraries.
- Create and configure lists.
- Assign permissions and access rights.
- Create and configure a communication site.
- Implement workflows with Forms and Flow.

**Target Student:** This course is designed for existing Microsoft SharePoint site users who will create and manage SharePoint team or communication sites in SharePoint Online or SharePoint 2019.

**Prerequisites:** To ensure your success in this course, you should have basic end-user skills with Microsoft Windows 10 and later, and any or all of the desktop applications in the Microsoft Office suite, plus basic competence with Internet browsing. You should also have basic SharePoint site user skills such as the ability to access and use documents and apps on a typical SharePoint site.

Course Outline	
<b>CREATING AND CONFIGURING A NEW SITE</b> <ul style="list-style-type: none"><li>• Create a Site in SharePoint</li><li>• Configure Site Look and Layout</li></ul>	<b>ASSIGNING PERMISSIONS AND ACCESS RIGHTS</b> <ul style="list-style-type: none"><li>• Secure Sites with Permissions</li><li>• Secure Apps, Documents, and Files</li></ul>
<b>CREATING AND CONFIGURING DOCUMENT LIBRARIES</b> <ul style="list-style-type: none"><li>• Create Document Libraries</li><li>• Configure File Versioning and Checkout</li><li>• Configure Content Approval</li></ul>	<b>CREATING AND CONFIGURING A COMMUNICATION SITE</b> <ul style="list-style-type: none"><li>• Create a Communication Site</li><li>• Configure a Communication Site</li></ul>
<b>CREATING AND CONFIGURING LISTS</b> <ul style="list-style-type: none"><li>• Add List Apps to a Site</li><li>• Create Custom Lists</li><li>• Create Calculated and Validated Columns</li></ul>	<b>IMPLEMENTING WORKFLOWS WITH FORMS AND FLOW</b> <ul style="list-style-type: none"><li>• Capture Data with Forms</li><li>• Store Form Data in SharePoint with Flow</li><li>• Automate Business Processes with Forms, Flow, and SharePoint</li></ul>