New Horizons®

SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience)

Summary

Length: 8 hours Level: Foundational

This course will empower you to use Microsoft SharePoint online to facilitate collaboration and allow you to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. Enable and configure SharePoint's many distinct features and discover the many content structures that can be selected, added, and configured. 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. As a site owner, it is critical that you understand what features, options, and content structures are available in SharePoint online, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, you will be able to securely share files, collaborate on documents, and access the information you need to work with your colleagues more effectively. This course may earn a Credly Badge.

Learning 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.
You 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.

Course Outline

1. **Creating and Configuring a New Site**

   Topic A: Create a Site in SharePoint
   Topic B: Configure Site Look and Layout

2. **Creating and Configuring Document Libraries**

   Topic A: Create Document Libraries
   Topic B: Configure File Versioning and Checkout
   Topic C: Configure Content Approval

3. **Creating and Configuring Lists**

   Topic A: Add List Apps to a Site
   Topic B: Create Custom Lists
   Topic C: Create Calculated and Validated Columns

4. **Assigning Permissions and Access Rights**

   Topic A: Secure Sites with Permissions
   Topic B: Secure Apps, Documents, and Files

5. **Creating and Configuring a Communication Site**

   Topic A: Create a Communication Site
   Topic B: Configure a Communication Site

6.   Implementing Workflows with Forms and Flow

Topic A: Capture Data with Forms
Topic B: Store Form Data in SharePoint with Flow
Topic C: Automate Business Processes with Forms, Flow, and SharePoint

Audience

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. You can obtain this level of skills and knowledge by taking the following courses: Using Microsoft Windows 10 or Microsoft Windows 10: Transition from Windows 7 Microsoft SharePoint Modern Experience: Site User