

Microsoft SharePoint Modern Experience: Advanced Site Owner

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.

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

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Module 1 - Creating Custom Site Templates

- Prepare a Site Script.
- Generate and Use a Custom Site Template.

Module 2 - Using Lists to Track Information

- Plan and Configure Managed Metadata
- Create and Manage Content Types
- Use Managed Metadata for Navigation and Filtering

Module 3 - Controlling Access Through Permissions

- Assign Permissions.
- Manage Permissions Inheritance.

Module 4 -Improving Security

- Manage Access at the Site Level.
- Manage Access at the Tenant Level.