KOENIG step forward

Microsoft Solutions Partner
Microsoft Cloud Training Services

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft SharePoint Modern Experience: Advanced Site Owner

Learn to build custom site templates, manage metadata, and control permissions and security in SharePoint's modern experience.

4 MODULES

9 TOPICS

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

Site Owners | **Site Collection Administrators** | **SharePoint Administrators** | **Advanced Site Builders**

LEARNING 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

COURSE SYLLABUS

4 Modules, 9 Topics

01

Creating Custom Site Templates

TOPICS

Prepare a Site Script · Generate and Use a Custom Site Template

02

Using Lists to Track Information

TOPICS

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

03

Controlling Access Through Permissions

TOPICS

Assign Permissions · Manage Permissions Inheritance

04

Improving Security

TOPICS

Manage Access at the Site Level · Manage Access at the Tenant Level

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com