

55311 : SharePoint Server SE for Power Users

Course Outline

Module 1: An Introduction to SharePoint

Overview: Kick off your journey with SharePoint Server SE by exploring its robust features. Learn how to manage content, create web pages, automate processes, and leverage business intelligence for decision-making.

Lessons:

- What is SharePoint?
- Introducing SharePoint Server SE and SharePoint Online
- What is the cloud and what is on-premises?
- Ownership and access

Lab:

1. Download content pack
 - Download the course content pack
 - Extract the zip file

Outcomes:

- Differentiate between SharePoint cloud and on-premises installations.
- Describe core SharePoint features.
- Understand the various roles needed to manage SharePoint sites.
- Identify suitable candidates for the role of site owner.

Module 2: Creating Sites

Overview: Explore site hierarchy and planning, along with how to use site templates effectively. Learn to create, customize, and manage sites while building intuitive navigation for users.

Lessons:

- Planning your sites
- Central administration
- Web addresses
- Site collections
- Create a new site and site templates
- Team site navigation
- The app bar
- User interface: classic vs modern
- Site contents: classic vs modern
- Create new subsites
- Apply a theme
- Building your navigation
- Hub sites
- Home sites
- Delete sites

Lab:

1. Creating a new site
 - Create a new team site
 - Create a subsite

- Update the top link bar
- Customize the site theme
- Delete and restore a subsite
- Set up and link a hub site

Outcomes:

- Explain site collections and their management.
- Understand central administration's role.
- Create and manage various site types and templates.
- Implement hub sites for better site organization.

Module 3: Creating and Managing Web Pages

Overview: Learn the various ways to create and update web pages in SharePoint, including best practices for linking pages and utilizing modern features like SharePoint spaces.

Lessons:

- Introducing pages
- Modern SharePoint pages
- Create news and site pages
- Web parts and sections
- Publish, share, and delete pages
- Communication sites
- Classic SharePoint pages

Lab:

1. Designing web pages
 - Create a new news article
 - Implement sections and web parts
 - Publish and share your news
 - Create a communication site

Outcomes:

- Understand the different page types in SharePoint.
- Use web parts to enhance page content.
- Manage and distribute pages effectively within the organization.

Module 4: Apps, Lists, and Libraries

Overview: Explore SharePoint's app capabilities, including lists and libraries. Learn to manage information storage and enhance functionality through marketplace apps.

Lessons:

- Introduction to apps
- Marketplace apps
- Create and manage columns
- Document sets and versioning
- Working with files in a library

Lab:

1. Designing lists and libraries
 - Create a new library and list
 - Set up columns and alerts
 - Use version control for files

Outcomes:

- Identify when to use lists, libraries, or marketplace apps.
- Configure document management settings effectively.
- Recover content using SharePoint tools.

Module 5: Building Processes with Workflows and Forms

Overview: Understand how to automate business processes using workflows in SharePoint.

Explore customizing list forms and integrating Power Automate and Power Apps.

Lessons:

- What are business processes?
- Built-in workflows
- Creating and configuring custom workflows
- Customizing list forms

Lab:

1. Building processes with workflows
 - Create and test a new approval workflow
 - Customize a list form

Outcomes:

- Utilize built-in features to automate processes.
- Manage and customize workflows effectively.
- Customize list forms to meet business needs.

Module 6: Customizing Security

Overview: Discover best practices for managing security in SharePoint. Learn how to customize permission levels and effectively manage access to sites and content.

Lessons:

- Managing access to SharePoint
- Setup access requests
- Customize SharePoint security

Lab:

1. Customizing security
 - Share a file with colleagues
 - Create new permission levels and groups

Outcomes:

- Manage user access effectively.
- Customize security settings to align with business roles.
- Modify permission inheritance for enhanced control.

Module 7: Working in Search

Overview: Enhance your understanding of SharePoint's search capabilities. Learn how to improve search results and promote specific content for better relevance.

Lessons:

- An introduction to SharePoint search
- Search tips and techniques
- Promoting results

Lab:

1. Working with search
 - Conduct various searches within SharePoint

Outcomes:

- Use search filters to refine results.
- Understand keyword indexing and promotion techniques.
- Leverage hub sites for enhanced search functionality.

Module 8: Enterprise Content Management

Overview: Learn about managing content lifecycle and establishing file templates to ensure compliance with organizational standards.

Lessons:

- Managed metadata service
- Content types and policies
- In-place records management

Lab:

1. Enterprise content management
 - Create and deploy content types
 - Set up in-place records management

Outcomes:

- Implement organization-wide content management policies.
- Design and manage content types effectively.
- Understand the use of records centers and management features.