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

**Category:** Modern Workplace & M365 | **Vendor:** Microsoft

**Duration:** 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

## Course Information

**Delivery Format:** Instructor Led - Online

## Course Overview

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. SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

## About This Course

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. SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

## Who Should Attend

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 & Entry Requirements

**General Prerequisites:**

- Using Microsoft Windows 10
- SharePoint - Site User (Modern Experience)

## Learning Outcomes

**Upon successful completion of this course, participants will be able to:**

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.

## Detailed 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

# Frequently Asked Questions

### Q: What delivery options are available for SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience)?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

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### Q: How many CPD hours does this course provide?

The 1-day SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience) course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience) training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

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### Q: Do you provide corporate training for SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience)?

Yes, we provide corporate training, dedicated training, and closed classes for SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience). Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

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### Q: Why choose Nexus Human for SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience)?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

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### Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience) training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.


## Nexus Human

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