

MS-300T02-A: Managing SharePoint Online

OBJECTIVE

In this course you will learn how to manage user profiles and apps with proper permission settings. We will also discuss how to plan and configure Managed Metadata, Business Connectivity Services, and search allowing content to be found, consumed, and governed across Office 365.

This course is designed for IT Professionals who deploy and manage the Teamwork infrastructure in their organization.

This is the second in a series of four courses for the Teamwork Administrator role. These courses help prepare for the exam MS-300: Deploying Microsoft 365 Teamwork.

COURSE TOPICS

Module 1: Manage User Profiles and Apps

This module is about user profiles and customization in SharePoint Online. It discusses how to manage user profiles in SharePoint Online. It also describes how to use the App Catalog to make custom business apps available for your SharePoint Online.

Lessons

- Manage User Profiles
- Plan and configure customizations and apps

After completing this module, students will be able to:

- Describe how to configure user profile properties
- Describe how to manage audiences
- Describe how to use the App Catalog to make custom apps

Module 2: Plan and Configure Managed Metadata and Business Connectivity

This module is about the Managed Metadata and Business Connectivity Services. It introduces the concepts of managed metadata as well as the process to import term sets. It also describes how to manage Business Connectivity Services and create external lists.

Lessons

- Plan and configure Managed Metadata
- Plan and configure Business Connectivity Services (BCS) and Secure Store Service

After completing this module, students will be able to:

- Describe the functions of the Managed Metadata
- Create and manage term groups, term sets, and terms
- Explain the key components of a BDC model
- Describe the high-level architecture of BCS
- Explain the purpose of the Secure Store Service

Module 3: Plan and Configure Search

This module is about enterprise search service application. It provides details on planning and configuring content sources, crawl schedules, and crawl rules. It also discusses how to provision search management of a range of search components, such as Query Rules, Result Types and Display Templates.

Lessons

- Overview of search in SharePoint Online
- Manage search

After completing this module, students will be able to:

- Describe the difference between modern and classic search experiences
- Describe how to plan and configure content sources
- Describe how to manage the search schema
- Explain the use and deployment of query rules
- Explain the use and deployment of result source

PREREQUISITES

Learners should start this course already having the following skills:

- Experience with Windows PowerShell
- Basic understanding of Active Directory and Azure AD
- Basic understanding of mobile device management, and alternative operating systems (Android and macOS)

TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

COURSE DURATION

Bundle course in 3 days

Time: 9:00am to 6:00pm

Lunch Time: 1:00pm to 2:00pm

CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course.