

# Microsoft 365 - configuration and use of SharePoint Premium

Course code: GOC245

A five-day course designed for SharePoint Online administrators. In the course, you will learn to use the potential of the new set of premium services SharePoint Online - SharePoint Premium.

## Who is the course for

The course is designed for SharePoint Online administrators who want to expand their knowledge of SharePoint Premium features and services. It is also suitable for IT professionals who manage or plan to manage an enterprise-level SharePoint Online environment

## What we teach you

Configure and manage the new features of SharePoint Premium

Optimize performance and take advantage of advanced SharePoint Online management functions

Use advanced features for collaboration and content management such as document processing, automatic data completion, content compilation, content tagging, translations, eSignature, OCR, Microsoft 365 Archive, or Microsoft 365 Backup

Integrate SharePoint Premium with other Microsoft 365 services

## Required skills

Knowledge of the range of courses listed in the **Previous Courses** and **Related Courses** sections Basic knowledge of SharePoint Online administration

Ability to work in the Microsoft 365 environment and basic knowledge of PowerShell

tools Basic understanding of content management and collaboration technologies

## Course Outline

A brief look at the history of SharePoint

Explanation of how Microsoft 365

services work SharePoint Online and SharePoint Embedded

An overview of SharePoint Premium and its key features.

Configuring SharePoint Premium.

Scripting tools for SharePoint Online

Download Blocking Policies

Change History

Conditional Access

Data access reports

Microsoft Clarity

Sensitivity labels

Website Lifecycle Management

Introduction to Content Types

Predefined content processing

Freestyle content processing

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# Microsoft 365 - configuration and use of SharePoint Premium

OCR

Introduction to Managed Metadata Technology

Automatic tagging

Autofill and configuration of forms

Automatic creation of documents

Website life cycle

Document life cycle

Use of SharePoint Premium together with other MS365 services

## Preparation for certification exams

For Microsoft certification exams, apart from MCM certifications, participation in the official MOC course is not a necessary condition for passing the exam

Microsoft's official MOC courses as well as our own GOC courses are a suitable part of the preparation for Microsoft certification exams such as MTA, MCP, MCSA, MCSE, or MCM

However, the primary goal of the course is not directly preparation for certification exams, but the mastery of theoretical principles and the acquisition of practical skills necessary to work effectively with the given product

MOC courses usually cover almost all the areas required for the corresponding certification exams. However, their discussion in the course is not always given exactly the same time and emphasis as required by the certification exam

For example, books from MS Press (the so-called Self-paced Training Kit) and electronic self-test software can be used as additional preparation for certification exams

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