

55197 Microsoft SharePoint Server 2016 for the Site Owner/Power User

Course Overview

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This is a 2-day class

Students should take this course if they need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint 2016 sites. This course is for an on-premise SharePoint environment.



Who Should Attend

SharePoint Site Owners, SharePoint Power Users, SharePoint Site Collection Administrators and SharePoint Administrators and Developers.

Course Objectives

- Manage Sites and Site Collections
- Add users and groups and manage site, list, folder and item security
- Add and configure web parts
- Configure site options including theme, title, description and icon
- Configure site navigation
- View site activity reports
- Customize lists and libraries
- Configure Check out/in, Content Approval and Versioning
- Create and modify pages and web part pages

Course Outline

1 THE ROLE OF THE SITE OWNER

- The Role of the Site Owner
- Work Areas for Site Owners
- Browser Support
- Resources

2 USERS, GROUPS AND PERMISSIONS

- SharePoint Security
- Users and Groups
- Permission Levels
- Inheritance
- Adding and Removing Users
- Creating SharePoint Groups
- Creating Custom Permission Levels
- List and Library Permissions
- Checking Permissions
- SharePoint Security Best Practices
- Lab 1: Users, Groups and Permissions

3 SITE AND SITE COLLECTION FEATURES

- SharePoint Features
- Features for Site Owners
- Features for Site Collection Administrators
- Lab 1: Site and Site Collection Features

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4 MANAGING SITES AND PAGES

- Creating Subsites
- Deleting Subsites
- Changing the Look and Feel
- Site Navigation
- Save Site as Template
- Search Visibility for the Site
- Creating Pages
- Working with Web Parts
- Lab 1: Managing Sites and Pages

5 WORKING WITH LISTS AND LIBRARIES

- Creating Lists and Libraries
- Deleting Lists and Libraries
- List Settings
- Viewing Files using Office Online Server
- Content Approval
- Folders
- Search Visibility
- List and Library Versioning Options
- Checking Documents Out and In
- Adding and Configuring Columns
- Column and Item Validation
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Lab 1: Working with Lists and Libraries

6 MONITORING SITE ACTIVITY

- SharePoint Reporting
- Storage Metrics
- Popularity Trends
- Search Reports

7 SHAREPOINT APPS AND ADD-INS (OPTIONAL)

- What is an App?
- What is an Add-in?
- Working with Add-ins
- Adding Add-ins
- The SharePoint Store
- The App Catalog
- Lab 1: SharePoint Add-ins