



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

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.

Length Days: 2 | Length Hours: 16

Prerequisites

55193 Introduction to SharePoint 2016 for Collaboration and Document Management

Target Audience

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

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