



55234 SharePoint 2016 Site Collections and Site Owner Administration

This course is intended for power users and IT professionals who are tasked with working within the SharePoint 2016 environment and conduct site collection and site administration.

Length Days: 5 | Length Hours: 40

Target Audience

This course is intended for those who provide site collection and site administration and are power users or IT professionals who are tasked with supporting or working within the SharePoint 2016 environment on premise and/or in Office 365.

Course Objectives

- After completing this course, students will be able to:
- Design and implement a company portal structure using SharePoint 2016 objects including sites, libraries, lists and pages
- Explain the role of security and permissions throughout SharePoint 2016
- Implement guidelines for consistency in building a company portal to aid in the day-to-day administration of content in SharePoint 2016
- Enhance the design and content of a company portal using SharePoint 2016 pages and web parts
- Explain the importance of governance for the planning and managing future growth of the
- SharePoint 2016 implementation
- Identify options to integrate data from other systems such as Microsoft Office, as well as preserve existing data
- Explain the role of social networking in SharePoint 2016 and its impact on collaboration

Course Outline

1 - Getting Started with SharePoint 2016

- Exploring SharePoint 2016 Site Collection and Site Administrator Roles
- Defining SharePoint Terminology
- Navigating a SharePoint Site
- Interacting with the Ribbon
- Creating and Editing Basic Content
- What is Metadata?
- Versions of SharePoint
- Standard
- Enterprise
- O365

2 - Building a Site Collection with Apps

- The Structure of SharePoint
- Creating a Site
- What does a site template come with?
- Defining SharePoint Apps
- Customizing Lists and Libraries
- Creating/Managing Lists and Libraries through SharePoint Designer
- Explaining Views on Lists and Libraries
- Creating Views in Lists and Libraries
- Modifying Navigation
- Turning Site Features On/Off
- Reorganizing a Site using Site Content and Structure feature
- Lab 1: Creating a Structured Company Portal
- Lab 2: Creating a List Using SharePoint Designer (Optional)

3 - Creating Consistency across Sites

- Defining Site Columns
- Defining Content Types
- Implementing a Taxonomy
- Using Templates to Promote Consistency
- Lab 1: Creating Site Columns and Content Types
- Lab 2: Implementing a Taxonomy
- Lab 3: Configuring the Content Organizer
- 4 - SharePoint Permissions
- Explaining Permissions and Security in SharePoint

- Creating SharePoint Groups
- Managing Permissions within SharePoint
- Sharing versus Traditional Security
- Sharing as different permission levels
- Lab 1: Managing Permissions in SharePoint

5 - Working with Pages and Web Parts

- Changing the Appearance of the Portal
- Editing a Page
- wiki
- web part
- Working with Web Parts and App Parts
- App Parts
- Content Search Web Part
- Relevant Documents
- Content query
- Table of Contents
- Pictures
- Web Part Connections
- Filter web parts
- Web parts with Targeting Audience
- Lab 1: Adding and Configuring Web Parts
- Lab 2: Connecting Web Parts
- Lab 3: Applying Themes to Your Company Portal

6 - Document and Records Management

- Basic Content Approval
- Versioning
- Check In/Out
- Holds
- Retention Policy
- Document ID
- Content Organizer
- Compliance Policy Center Site Template
- EDiscovery
- Records Center
- Lab 1: Working with Advanced Document Management Features
- Lab 2: Leveraging Records Management to Preserve Data

7 - Workflow

- Alerts
- Out of the Box Workflow
- Activating Workflow Features
- Approval Workflow
- Creating a Workflow in SharePoint Designer
- Lab 1: Creating an Approval Workflow from SharePoint
- Lab 2: Creating a Custom Workflow in SharePoint Designer (Optional)

8 - Office Integration

- Outlook
- Calendar
- Contacts
- Excel
- Word
- PowerPoint
- OneDrive for Business
- OneNote
- Access
- Lab 1: Importing and Exporting Excel Data with SharePoint
- Lab 2: Linking Outlook and SharePoint

9 - Creating Publishing Sites

- Why use a publishing site?
- Publishing Pages
- Enabling Web Content Management
- Managing the Structure of Web Content
- Navigating a Site Using Managed Metadata
- Lab 1: Creating a Rich Publishing Site
- Lab 2: Configuring a Publishing Approval Process
- Lab 3: Implementing a Managed Navigation Site

10 - Bridging the Social Gap

- My Sites
- Configuring Social Features in SharePoint
- Posts, Tags and Mentions
- Creating a Community Site
- Lab 1: Designing a Social Experience in SharePoint 2016
- Lab 2: Creating a Community Site

11 - Finding Information Using Search

- Exploring the Search Features in SharePoint
- Configuring Search Settings
- Search Analytics
- Search Visibility
- Lab 1: Configuring an Advanced Search Center

12 - Planning a Company Portal Using SharePoint

- Defining SharePoint Governance
- Working with Information Architecture
- Implementing Site Hierarchies
- Discussing the Execution of Governance

13 - Site Collection Administrator Settings

- Exploring Settings for Site Collection Administrators
- Exploring Settings for Site Administrators
- Site Closure Policies