



## Microsoft SharePoint 2016: Site Owner

In this course, students will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively.

**Length Days: 1 | Length Hours: 8**

### Prerequisites

Microsoft SharePoint 2016: Site User

### Target Audience

This course is designed for existing Microsoft SharePoint site users who need to create and manage a SharePoint team site.

### Course Objectives

Upon successful completion of this course, students will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site.

Students will:

- Create and configure new sites.
- Add and configure document libraries.
- Add and configure lists.
- Create custom lists and forms.
- Assign permissions and access rights.
- Extend SharePoint functionality with web parts.

### Course Outline

#### 1 - Creating and Configuring a New Site

- Create a New Site
- Configure the Look and Feel of Your Site

#### 2 - Adding and Configuring Libraries

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

### 3 - Adding and Configuring Lists

- Add and Configure an Announcements List
- Add and Configure a Tasks List
- Create, Configure, and Integrate Contacts and Calendars

### 4 - Creating Custom Lists and Forms

- Create and Configure Custom Lists
- Create Custom List Forms

### 5 - Assigning Permissions and Access Rights

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

### 6 - Extending SharePoint Functionality with Web Parts

- Add and Configure Included Web Parts
- Add and Configure External Web Parts