

2 Days

55197: Microsoft SharePoint Server 2016 For The Site Owner/Power User

Microsoft SharePoint Server 2016 for the Site Owner/Power User (55197A) is a two-day Training class that is designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators.

After completing this course, the individuals understand how to manage the team collaboration, document management and social features of Microsoft SharePoint 2016 sites.

This class compliments the 20339-1 course by providing IT Professionals with the foundation of permissions and site collection management.

Course Details

Course Outline

Module 1: The Role of the Site Owner

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology and the role of the Site Owner.

Lessons

- Site Owner's Role
- Work Areas for Site Owners
- Browser Support
- Resources

Module 2: Users, Groups and Permissions

This module covers the management of SharePoint user and content security at the site, list, library, folder and item levels.

Lessons

- 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

Module 3: Site and Site Collection Features

This module covers the use of SharePoint Features to add and remove functionality for sites and site collections.

Lessons

- SharePoint Features
- Features for Site Owners
- Features for Site Collection Administrators

Module 4: Managing Sites and Pages

This module explores the creation and configuration of subsites and pages.

Lessons

- 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

Module 5: Working with Lists and Libraries

This module explains how to create and configure out of the box and custom lists and libraries. It teaches you to configure and work with features such as Content Approval, and Views.Versioning

Lessons

- 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

Module 6: Monitoring Site Activity

This module explores the Site Activity reports available to Site Owners and Site Collection Administrators.

Lessons

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

Module 7: SharePoint Apps and Add-ins (Optional)

This module explores SharePoint Apps and Add-ins.

Lessons

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

Who Should Attend

This MS-Sharepoint 2016 Site Owner Training Course is ideal for:

- SharePoint Site Owners
- SharePoint Power Users
- SharePoint Site Collection Administrators
- SharePoint Administrators and Developers

Pre Requisite

Before attending this course, students must have:

- Have strong SharePoint 2010-2016 end user skills or have attended course “55193: Introduction to SharePoint 2016 for Collaboration and Document Management” or similar.
- Good skills in Microsoft Office Word, Excel, PowerPoint and Outlook.

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