

2 Days

## 55200: SharePoint 2016 Power User Training

This SharePoint 2016 Power User training has been formulated specifically for individuals who are keen to learn the fundamentals of managing SharePoint sites.

After completing this course, students will be able to:

- Create custom workflows using SharePoint Designer 2016.
- Learn to route documents with Content Organizer.
- Learn using the Document ID Service.
- Learn SharePoint Server Publishing Infrastructure.
- Learn using Term stores and managed Metadata.
- Learn to create and use Document Sets.
- Learn using external content types with Business Connectivity Services.
- Learn using Content Approval settings and Workflow.
- Learn using Information Management Policies.
- Learn using Metadata Navigation.

## Course Details

---

### Course Outline

#### Module 1: Content Approval

This module explains about content approval that can be used on both lists and libraries in a SharePoint site. By enabling content approval, the user gets additional options to control the visibility of items.

##### Lessons

- Enabling Content Approval
- Content Approval Workflows

#### Module 2: Creating Custom Workflows with SharePoint Designer 2013

Workflows are a popular way to perform automated work in SharePoint.

#### **Lessons**

- Custom List Workflows
- Basics of Workflow
- Workflow Actions
- Workflow Initiation Form
- Workflow Conditions
- Reusable Workflows

#### **Module 3: Working with Managed Metadata**

The module introduces the Managed Metadata service in SharePoint Server 2016 that provides central term storage and management.

#### **Lessons**

- Term Store Group and Term Set Creation
- Metadata Columns in Lists and Libraries Creation
- Publishing Content Types

#### **Module 4: Business Connectivity Services**

This module explains the Business Connectivity Services, a free service that comes with the Foundation version of SharePoint. The service thus enables administrators to create external lists linked to data outside of SharePoint.

#### **Lessons**

- Creating a List from an External Content Type
- Creating an External Content Type with SharePoint Designer
- Business Connectivity Service Basics

#### **Module 5: Information Management Policy**

In this module, you will learn the basics of information management policy.

#### **Lessons**

- Basics of Information Management Policy
- Definition of Information Policy for a List and Content Type

#### **Module 6: Content Organizer**

This module introduces you to Content organizer, a SharePoint feature that only comes with the pay versions of SharePoint.

#### **Lessons**

1. The Content Organizer Feature Activation
2. Configure content Organizer Rules and Settings

#### **Module 7: Document ID Service**

This module introduces you to SharePoint's Document ID service, available with the pay versions of SharePoint, creates unique IDs for documents that are prefixed with text the Site Collection Administrator defines.

## Lessons

- Configure Document ID Settings
- Document ID Feature Activation
- Link Documents Using Their Document ID

## Module 8: Document Sets

This module introduces you to SharePoint's Documents Sets that are like enhanced versions of folders. As with folders, you use them to group similar documents together.

## Lessons

- Activating the Document Sets Feature
- Creating a Document Set Content Type
- Adding a Document Set Content Type of a Library

## Module 9: SharePoint Server Publishing Infrastructure

This module introduces you to SharePoint's publishing infrastructure that provides an enhanced way to create and store information displayed through the site's Web pages.

## Lessons

- SharePoint Server Publishing Infrastructure Activation
- Publishing Infrastructure Basics
- Create Pages with Page Layouts

## Module 10: Configuring and Consuming Site Search Results

SharePoint 2013 comes out-of-the-box with search capabilities, even the free Foundation version.

## Lessons

- Search SharePoint for Content
- SharePoint Search Center

## Who Should Attend

The Microsoft Course 55200 is intended for new and existing users of SharePoint.

## Pre Requisite

Before attending this course, students must have:

- Basic knowledge of computer and information systems.

464, Udyog Vihar Phase  
V, Gurgaon (Delhi  
NCR)-122016, India

+91 8882 233 777

[training@mercury.co.in](mailto:training@mercury.co.in)

[www.mercurysolutions.co](http://www.mercurysolutions.co)

Date - Apr 26, 2024