55217: SharePoint® 2016 Power User

Duration: 4 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course delivers the complete site owner story engagingly and practically. This will ensure participants have the confidence to plan and create new sites or manage their existing sites. The goal is to teach participants how to make SharePoint relevant to their team using a site's functionality to help them share information and collaborate with their colleagues. During the class, participants will also learn best practices and 'what not to do' as they watch live, interactive demonstrations and put theory into practice with hands-on exercises.

Target Audience

This course is intended for:

- Persons who want to become the ultimate site owner; whether you are building sites for yourself or helping other people to create and maintain their sites.

Prerequisites

To attend this course, participants are not required to have any previous knowledge.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand and describe the functionality of SharePoint 2016.
- Creating and Delete Sites.
- Creating and Managing Web Pages including content such as pictures and videos
- Define Business Information and Retention to standardize and automate the creation and management of content.
- Adding and Configuring Apps to make sites relevant to specific business requirements.
- Building Processes with Workflow.
- Customizing Security.
- Communicating with Social Tools including Newsfeeds and Community Sites.
- Working with Search.
- Building Business Scenarios using combinations of the above techniques to solve real-world problems.

Course Topics

Module 1: An Introduction to SharePoint 2016

- An Overview of SharePoint 2016
- SharePoint Versions
- Central Repository for Information
- Roles in SharePoint
- Web Content Management
- Site Visitors
- Team Collaboration
- Site Members
- Search
- Site Owners
- Social Computing
- Site Collection Administrator
- Workflows
- Farm Administrator
- Business Intelligence
- Security Trimming

Module 2: Creating Sites

- An Introduction to Site Topology
- Navigating SharePoint Sites
- When to Create a Site and Where?
- Applying Custom Themes to a Site
- How to Create a New Site
- Building the Site Navigation Bar
- Site Templates
- Deleting Sites
- Team Sites
- Recovering Deleted Sites
- Project Sites
- Blog Sites
- Community Sites
- Publishing Sites

Module 3: Creating and Managing Web Pages

- Introducing Wiki Pages
- Introducing the Publishing Site
- Adding Wiki Pages
- Create and Edit Publishing Pages
- Adding Rich Content to Wiki Pages
- Using Page Layouts
- Promoted Links
- Web Page Metadata
- Adding and Modifying Web Parts
- Site Collection Images
- Deleting Wiki Pages
- Renditions
- Reusable Content
- Web Page Approval
- Scheduling Pages

Module 4: Defining Business Information & Retention

- Managed Metadata Service
- Information Management Policies
- An Introduction to Content Types
- The Records Centre
- Create & Manage Content Types
- The Content Organizer
- Content-Type Settings
- Document IDs
- Using Content Types in Apps
- In-Place Records Management
- The Content-Type Hub
- Deploying Content Types

Course Topics *Continued*

Module 5: Adding and Configuring Apps

- Adding List & Library Apps
- Popular List & Library Templates
- Managing List & Library Settings
- Add, Modify, Upload, and Delete Content in Apps
- Create and Manage App Columns
- Adding Site Columns
- Sort and Filter Content
- Create and Manage Public Views
- Personal Views
- Working with Document Sets
- Using Alerts in Apps
- Creating App Templates
- Office 2016 Integration with SharePoint Apps*
- On-Premises Apps
- SharePoint Marketplace Apps
- *Office Integration
- Integration with Microsoft® Office
- SharePoint Designer 2013
- Co-Authoring
- InfoPath® Designer 2013
- Outlook® 2016
- OneDrive® for Business

Module 6: Building Processes with Workflows

- An Introduction to Workflows
- Adding Workflows
- Workflow Scenarios
- Removing Workflows
- Creating Workflows
- Third-Party Workflow Tools
- Configuring Workflow Settings

Module 7: Customizing Security

- An Introduction to Security
- Creating Groups
- Access Requests
- How Does Inheriting Security Works?
- Share Sites and Files
- Securing Apps, Folders, Files/Items
- Approving Access Requests
- Managed Metadata Security
- Creating Permission Levels
- OneDrive Security

Module 8: Communicating with Social Tools

- An Introduction to Social Tools
- Community Sites
- Updating your Profile
- Community Portal
- Blog Sites
- Skype® for Business
- Newsfeeds

Module 9: Working with Search

- Searching in SharePoint 2016
- How Search Works
- Refinements
- Promoted Results
- Search Criteria
- Search Web Parts
- People Search
- How Can Search be Customised?

Module 10: Building Business Scenarios

- Creation and Storage of Outlines
- Project Expense Claim Processing
- New Course Creation Process

LABS INCLUDED