55234: SharePoint® 2016 Site Collections and Site Owner Administration

Duration: 5 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course will provide a deeper, narrowly-focused training on the important and popular skills needed to do SharePoint site collection and site administration with SharePoint 2016 deployed on-premise, in Office 365® (SharePoint Online) or a hybrid deployment (on-premise connected to Office 365). This course is also designed to complement skills learned in other Microsoft courses, which focus on overall SharePoint 2016 server administration and deployment as well as overall Office 365 management such as either *20339-1: Planning and Administering SharePoint 2016, 20339-2: Advanced Technologies of SharePoint 2016* **or** *20347: Enabling and Managing Office 365*.

Target Audience

This course is intended for:

- Power users or IT professionals who are tasked with supporting or working within the SharePoint 2016 environment on-premise and/or in Office 365, and provide site collection and site administration.

Prerequisites

To attend this course, candidates must have some familiarity with SharePoint as well as access to:

- Windows® Client Operating System
- Microsoft® Office 2010/2013/2016/2019/365
- Microsoft Internet Explorer or similar web browser.

Course Objectives

Upon successful completion of this course, attendees 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.

Course Objectives *Continued*

- 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 Topics

Module 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
- Office 365®

Module 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

Module 3: Creating Consistency Across Sites

- Defining Site Columns
- Defining Content Types
- Implementing a Taxonomy
- Using Templates to Promote Consistency

Module 4: SharePoint Permissions

- Explaining Permissions and Security in SharePoint
- Create SharePoint Groups
- Managing Permissions within SharePoint
- Sharing vs. Traditional Security
- Sharing as Different Permission Levels

Module 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 Target Audience

Course Topics *Continued*

Module 6: Document and Records Management

- Basic Content Approval
- Versioning
- Check-In/Out
- Holds
- Retention Policy
- Document ID
- Content Organizer
- Compliance Policy Centre Site Template
- E-Discovery
- Records Centre

Module 7: Workflow

- Alerts
- Out of the Box Workflow
- Activating Workflow Features
- Approval Workflow
- Creating a Workflow in SharePoint Designer

Module 8: Office Integration

- Outlook®
- Calendar
- Contacts
- Excel®
- Word
- PowerPoint®
- OneDrive® for Business
- OneNote®
- Access®

Module 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

Module 10: Bridging the Social Gap

- My Sites
- Configuring Social Features in SharePoint
- Posts, Tags and Mentions
- Creating a Community Site

Module 11: Finding Information Using Search

- Exploring the Search Features in SharePoint
- Configuring Search Settings
- Search Analytics
- Search Visibility

Module 12: Planning a Company Portal Using SharePoint

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

Module 13: Site Collection Administrator Settings

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

LABS INCLUDED