SharePoint 2016 PowerUser

Days: 2

Prerequisites: To ensure success in this class, students will need to have completed or equivalent knowledge of the content discussed in Microsoft SharePoint 2016: Site User.

Audience: This course is designed for existing Microsoft SharePoint site owners who will create and manage sites, add advanced features, implement and manage records management, and create and administer workflows.

Description: In this course, you will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

OUTLINE:

DAY 1

LESSON 1: CREATING AND CONFIGURING A NEW SITE

- Topic A: Create a New Site
- Topic B: Configure the Look and Feel of your Site

LESSON 2: ADDING AND CONFIGURING LIBRARIES

- Topic A: Configure a Document Library
- Topic B: Configure Document Versioning and Check Out
- Topic C: Configure a Content Approval Process

LESSON 3: ADDING AND CONFIGURING LISTS

- Topic A: Add and Configure an Announcement List
- Topic B: Add and Configure a Tasks List
- Topic C: Create, Configure, and Integrate Contacts and Calendars

LESSON 4: CREATING CUSTOM LISTS AND FORMS

- Topic A: Create and Configure Custom Lists
- Topic B: Create Custom List Forms

LESSON 5: ASSIGNING PERMISSIONS AND ACCESS RIGHTS

- Topic A: Share Sites and Set Site Permissions
- Topic B: Secure Lists, Libraries, and Documents

LESSON 6: EXTENDING SHAREPOINT FUNCTIONALITY WITH WEB PARTS

- Topic A: Add and Configure Included Web Parts
- Topic B: Add and Configure External Web Parts

DAY 2

LESSON 1: CONFIGURING SITE SETTINGS

- Topic A: Configure Site Settings to Meet Team Requirements
- Topic B: Configure Site Search
- Topic C: Organize the Site and Configure Navigation
- Topic D: Configure Site Auditing

LESSON 2: INTEGRATING EXTERNAL APPLICATIONS AND DATA

- Topic A: Add an RSS Feed to Your Site
- Topic B: Enable Email Connectivity for a Library

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LESSON 3: CONFIGURING SITE METADATA

- Topic A: Create a Custom Content Type
- Topic B: Add Site Columns to Content Types
- Topic C: Create and Configure Document Sets

LESSON 4: MANAGING ARCHIVING AND COMPLIANCE

- Topic A: Manage Site Closure and Deletion
- Topic B: Configure In-place Records Management
- Topic C: Manage Records Using the Records Center
- Topic D: Manage Content with the Content Organizer
- Topic E: Configure Information Management Policies

LESSON 5: IMPLEMENTING WORKFLOWS

- Topic A: Plan a Workflow
- Topic B: Create and Publish a Workflow
- Topic C: Test Workflows
- Topic D: Design and Implement Advanced Workflows