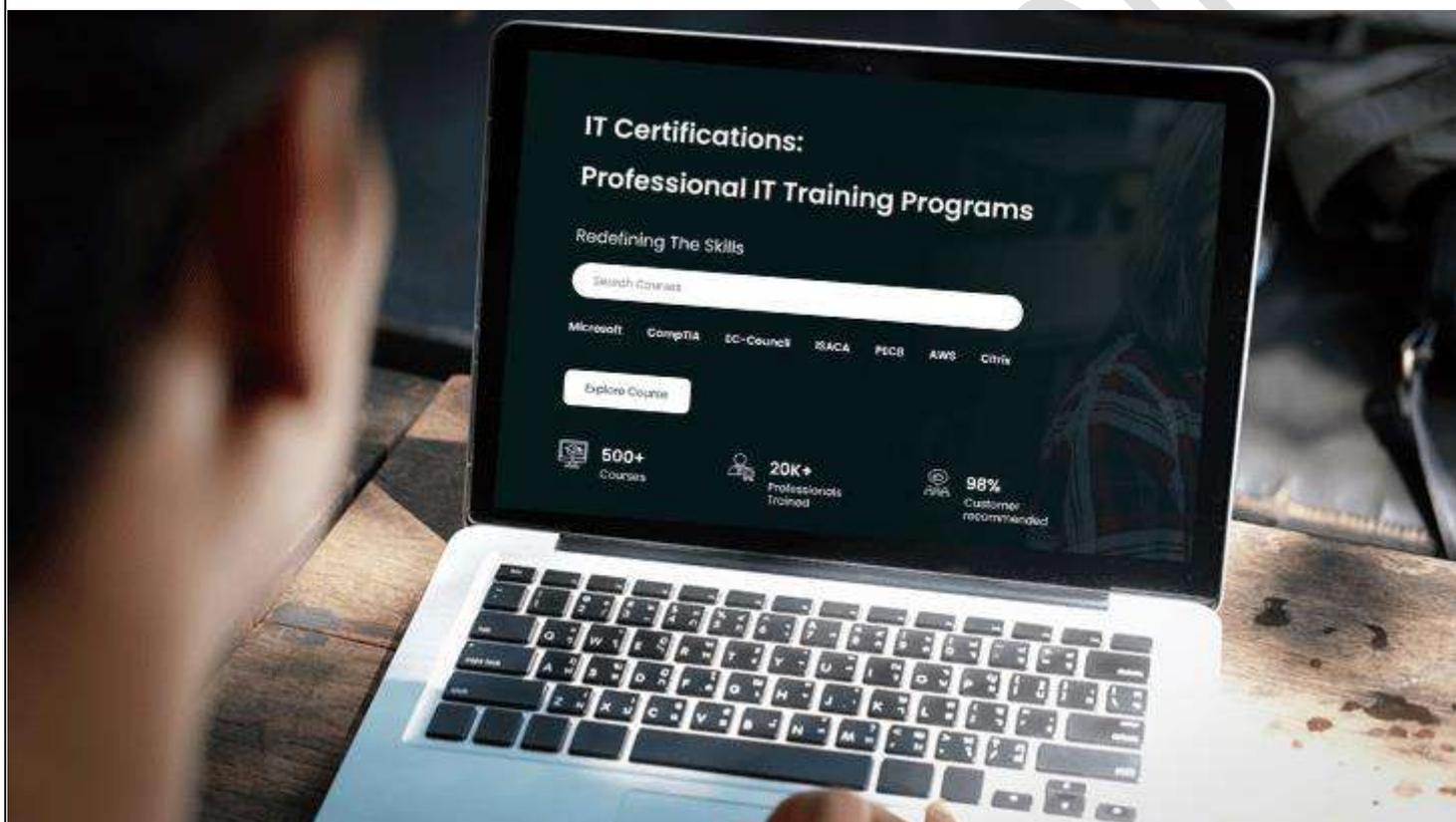# 55251: SHAREPOINT 2016 SITE OWNER TRAINING

Duration: 2 Days

Course Description

The instructor-led two-day course is targeted towards site owners and managers looking to get knowledge in the newly introduced SharePoint 2016.

This training is designed based on the objectives of the course variant 55251A.

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

The course is dedicated to people new to the SharePoint 2016 and wants to know their way around its basic features and usage.

What you will learn

- Navigating Team Site of SharePoint 2016.
- Creating and editing webpage content.
- Creating content types and site columns.
- Using SharePoint 2016 to Integrate Microsoft Office applications.
- Managing SharePoint 2016 resources basic permissions.

Curriculum

Module 1: Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site are initially determined by the Site Template used to create the site.

Lessons

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

Lab 1: Creating Team Sites

Lab 2: Creating a Meeting Workspace

Lab 3: Creating a Blog Site

After completing this module, students will be able to:

- Understand what Site Templates are.

- Understand the different types of Site Templates that come "out of the box" with different versions of SharePoint.
- Create a new site using Site Templates.
- Create a Project site.
- Create a Team site.
- Create a Community site.
- Create a Blog site.
- Manage the sites listed in the Top Link Bar.

Module 2: Page Content

SharePoint offers a couple of ways to add content to the pages of a site. The latest technique and the one implemented by the Team Site template is through wiki-style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them.

Lessons

- Wiki Library Pages
- Editing the Team Site Home Page
- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts
- Adding Web Parts to Pages

Lab 1: Working with Wiki Pages

Lab 2: Working with Web Part Pages and Web Parts

After completing this module, students will be able to:

- Understand what wiki pages are.
- Understand what Web Part pages and Web Parts are.
- Add content to the Team Site Home page.
- Change the layout of the Team Site Home page.
- Create a Web Part page.
- Create a wiki page library.
- Add Web Parts.
- Manage Web Parts.

Module 3: Forms Library

A SharePoint Forms library is a special library designed to store Microsoft InfoPath form documents. Microsoft InfoPath comes with a designer tool for graphically creating forms with a wide assortment of fields and controls. The InfoPath Designer can then be used to publish the forms you design to SharePoint rendering them as web page templates for Forms libraries. At the time of this writing, Microsoft had stated that InfoPath would be retired. For SharePoint 2016 they left support for the tool in but there is not a 2016 version of the client tools. This means you can still use it in SharePoint 2016 but to create custom forms you use the InfoPath 2013 Designer tool. It is possible that the future version of SharePoint will not support InfoPath forms at all. For this reason coverage of this chapter is optional for this course.

Lessons

- Creating a Forms Library
- Creating InfoPath Forms
- Create a Form with Microsoft InfoPath Designer

- Publishing InfoPath Forms to SharePoint
- Publish Custom InfoPath Form

Lab 1: Creating and Publishing InfoPath Forms

- Creating and Publishing InfoPath Forms
- Creating InfoPath Forms
- Create a Form with Microsoft InfoPath Designer
- Publishing InfoPath Forms to SharePoint
- Publish Custom InfoPath Form

Lab 1: Creating and Publishing InfoPath Forms

After completing this module, students will be able to:

- Understand what a Form Library is.
- Create a Form Library.
- Use InfoPath Designer to design a basic form template.
- Publish an InfoPath Designer form template to a Form Library.
- Designate form template fields as library columns.
- Create instances of documents in a Form Library.

Module 4: Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection,or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

Lessons

- Site Column Gallery
- Explore the Site Column Gallery
- Creating Site Columns
- Create a Custom Site Column
- Add a Site Column to a List
- Site Content Type Gallery
- Explore the Site Content Types Gallery
- Creating Content Types
- How to Create and Use Content-Type

Lab 1: Creating and Working with Content Types

Lab 2: Adding a Content Type to a Library

After completing this module, students will be able to:

- Understand Site Columns.
- Understand Content Types.
- Create Site Columns.
- Create Content Types.
- Create a document template for a Content Type.
- Assign a Content Type to a list or library.
- Create new items based on a custom Content Type

Module 5: Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.

Lessons

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance
- Understand SharePoint groups.

Lab 1: Working with SharePoint Permissions

After completing this module, students will be able to:

- Understand SharePoint groups.
- Create SharePoint groups.
- Assign permission in SharePoint.
- View permission levels.
- Manage permission inheritance at the site level.
- Manage permission inheritance at the list or library level.
- Manage permission inheritance at the item level.

Module 6: Participating in User Communities

SharePoint offers users a place for social collaboration in the form of personal sites. The experience and functionality are very similar to popular social media sites such as Facebook and LinkedIn. The main difference is that it is controlled by the SharePoint Farm and exposure is typically limited to internal networks.

Lessons

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Documents Newsfeed
- Sites Newsfeed
- Tags Newsfeed
- Managing Personal Sites

Lab 1: Managing and Viewing Personal Information and Content

After completing this module, students will be able to:

- Edit a personal profile.
- Manage newsfeeds.
- Add people's newsfeeds.
- Add documents and newsfeeds.
- Add the site's newsfeeds.
- Follow tags.
- Store personal content.