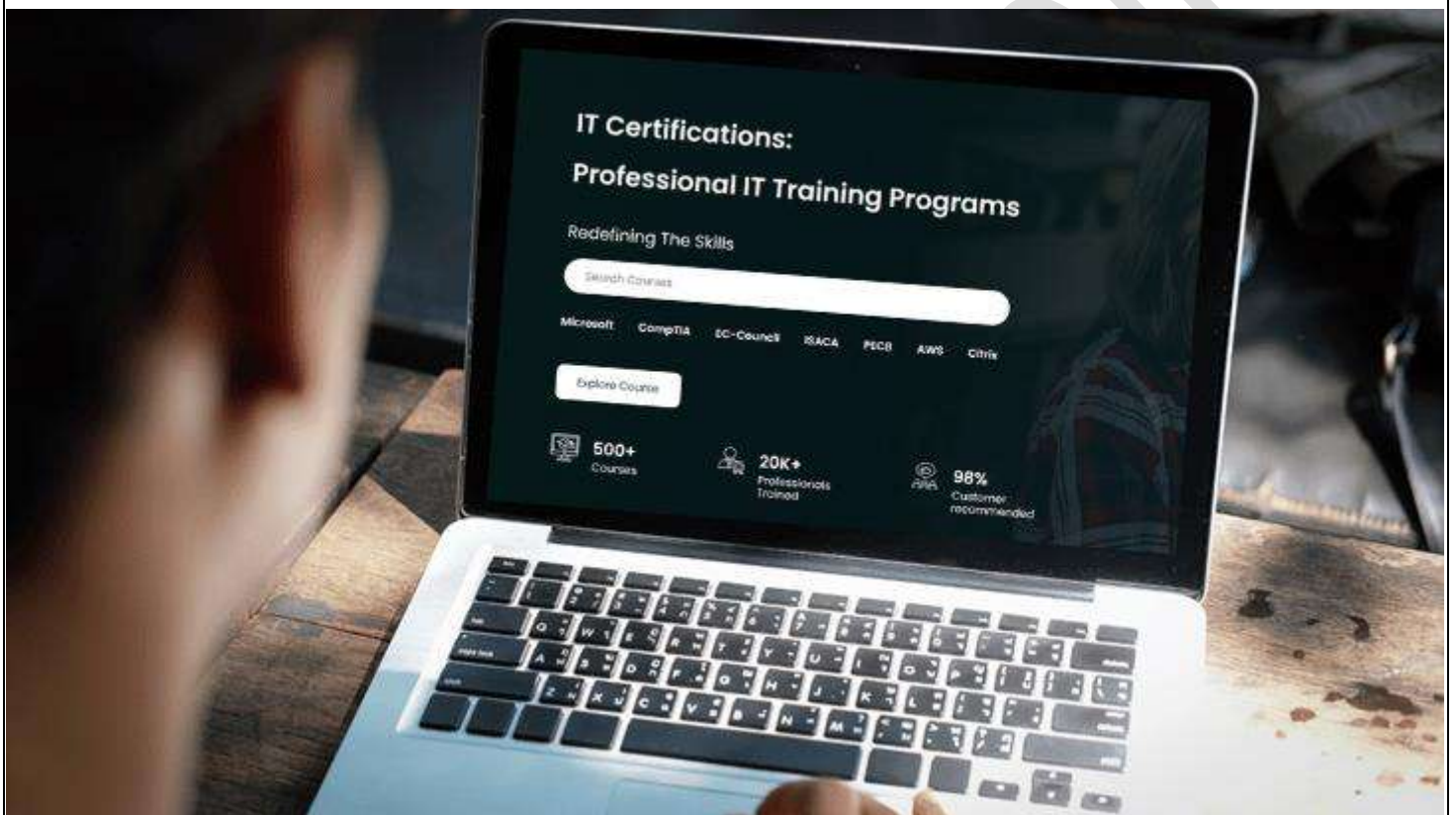# 55197: MICROSOFT SHAREPOINT SERVER 2016 FOR THE SITE OWNER/POWER USER TRAINING

Duration: 2 Days

Course Description

The 2-day course by Microtek Learning is meant for power users and information workers serving as Site Collection Admins or SharePoint Site Owners as well as students wanting to learn how to manage team collaboration, document, and Microsoft SharePoint 2016 social features.

The class enhances the 20339-1 course by providing the foundation of site collection management and permissions to IT professionals.

This training is designed based on the objectives of the course variant 55197A.

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 two-day class is suitable for SharePoint Site Collection Admins, Site Owners, power users, and Admins and Developers.

What you will learn

- Managing Sites and Site Collections
- Adding and configuring web parts
- Configuring site navigation
- Viewing activity reports of the site
- Customizing lists and libraries
- Creating and modifying pages and web parts
- Configuring Check-in/out, Content Approval and Versioning
- Configuring site options such as theme, title, description and even icon
- Learning to manage the site, folder, list, folder, and item security, and add users and groups.

Prerequisites

Prior to attending this course, students should have:

- Attended course 55193: Introduction to SharePoint 2016 for Collaboration and Document Management or strong SharePoint 2010-2016 end-user skills
- Working knowledge of Microsoft Office which includes Word, Excel, PowerPoint, and Outlook.

Curriculum

Module 1: The Role of the Site Owner

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology and the role of the Site Owner.

- The Role of the Site Owner
- Work Areas for Site Owners
- Browser Support
- Resources

After completing this module, students will be able to:

- Identify who can do what in SharePoint administration.
- Navigate to site collection, site, page and list administration pages typically used to administer SharePoint sites.

Module 2: Users, Groups and Permissions

This module covers the management of SharePoint user and content security at the site, list, library, folder and item levels.

- SharePoint Security
- Users and Groups
- Permission Levels
- Inheritance
- Adding and Removing Users
- Creating SharePoint Groups
- Creating Custom Permission Levels
- List and Library Permissions
- Checking Permissions
- SharePoint Security Best Practices

Lab: Users, Groups and Permissions

- Quiz!
- Add new users to a site
- Create a permission level for Add, Edit, but not Delete
- Create a new group for the site
- Create a new group for granular permissions
- Create a subsite with unique permissions
- Set unique permissions on a library and a folder

After completing this module, students will be able to:

- Manage SharePoint security using best practices.
- Add new users and groups to SharePoint.
- Create custom permission level.

Module 3: Site and Site Collection Features

This module covers the use of SharePoint Features to add and remove functionality for sites and site collections.

- SharePoint Features
- Features for Site Owners
- Features for Site Collection Administrators

Lab: Site and Site Collection Features

- Quiz!
- Add a Feature to Your Site

After completing this module, students will be able to:

- Describe the use and scopes of SharePoint Features.

- Activate and Deactivate Features for Sites and Site Collections.

Module 4: Managing Sites and Pages

This module explores the creation and configuration of subsites and pages.

- Creating Subsites
- Deleting Subsites
- Changing the Look and Feel
- Site Navigation
- Save Site as Template
- Search Visibility for the Site
- Creating Pages
- Working with Web Parts

Lab: Managing Sites and Pages

- Quiz!
- Create a subsite and add lists and libraries
- Customize the home page of the site
- Add a web part to the home page

After completing this module, students will be able to:

- Describe the use of subsites and pages.
- Create, configure and delete subsites.
- Create, configure and delete pages.
- Configure site navigation.
- Save a Team Site as a reusable site template.
- Add and configure web parts.

Module 5: Working with Lists and Libraries

This module explains how to create and configure out of the box and custom lists and libraries. It covers how to configure and work with features such as Content Approval, Versioning and Views.

- Creating Lists and Libraries
- Deleting Lists and Libraries
- List Settings
- Viewing Files using Office Online Server
- Content Approval
- Folders
- Search Visibility
- List and Library Versioning Options
- Checking Documents Out and In
- Adding and Configuring Columns
- Column and Item Validation
- Creating Lists by Importing Excel Files
- Creating and Modifying Views

Lab: Working with Lists and Libraries

- Quiz!
- Add Columns to an Existing List
- Add an Alert
- Configure Content Approval
- Configure Versioning

- Create a List from an Excel File
- Add Custom Views to a List

After completing this module, students will be able to:

- Describe the key features of SharePoint Lists and Libraries.
- Create and customize lists and libraries.
- Configure Content Approval, Versioning, Required Check Out and other list and library features.
- Create and use list and library views.

Module 6: Monitoring Site Activity

This module explores the Site Activity reports available to Site Owners and Site Collection Administrators.

- SharePoint Reporting
- Storage Metrics
- Popularity Trends
- Search Reports

After completing this module, students will be able to:

- Describe the out-of-the-box reports available to Site Owners and Site Collection Administrators.
- Create and save activity reports.

Module 7: SharePoint Apps and Add-ins (Optional)

This module explores SharePoint Apps and Add-ins.

- What is an App?
- What is an Add-in?
- Working with Add-ins
- Adding Add-ins
- The SharePoint Store
- The App Catalog

Lab: SharePoint Add-ins

- Instructor-led demo of working with Add-ins.

After completing this module, students will be able to:

- Understand the differences between SharePoint Apps and SharePoint Add-ins.
- Add and configure SharePoint Add-ins.

For any query Contact Us – Microtek Learning