

SharePoint 2016 End-User Training: Site Owner

Duration: 2 days

Overview:

This two day course has been designed to provide SharePoint Site Owners with an in-depth knowledge on managing and maintaining Sites within SharePoint 2016. This course provides a balance of theory, class room discussion and hands on lab time. The idea being, that students will be able to discuss new concepts, before practically applying them.

Target Audience:

This course has been designed for anyone with working knowledge of SharePoint 2016. Attendees should require an understanding of how to manage, maintain and secure a SharePoint team site.

At Course completion:

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

- Understand how to create SharePoint sites
- Understand how to use security within a SharePoint site
- Have gained practical experience creating lists and libraries
- Understand content types and metadata
- Know how to configure content management and workflow
- Understand how to apply information management policies
- Know how to customise your SharePoint site
- Understand what options are available for site administration

Module 1: Creating SharePoint sites

Creating SharePoint sites

- Definitions
- Site Collections vs. sites
- Site templates
- Enterprise templates

Lab 1: Working with Sites

- Create a team site
- Create a community site

Module 2: Introduction to Apps

SharePoint security

- Users and groups
- Simple sharing vs. advanced
- Sharing
- Default SharePoint groups
- Managing site security
- Access requests
- Security best practices

Lab 2: Managing Security

- Create a site with unique permissions
- Break permission inheritance
- Share a site with another user

Module 3: Adding Apps

Introduction to apps

- Types of applications
- List and library management

Lab 3: Lists and Libraries

- Create a project issues tracking list
- Enable version control
- Add a column
- Add some items
- Create a view
- Create a custom template
- Test your custom template

Module 4: Content Types and Metadata

MetaData

- Content types and meta data
- Building blocks
- Managed metadata
- Putting it all together

Lab 4: Working with Content Types

- Create site columns
- Attach site columns to a list
- Create a site content type
- Add a content type to a library app
- Change the new button order and create a contract
- Create a child content type

Module 5: Content Management and Workflow

Content Management and workflow

- Workflows
- Managing Workflows

Lab 5: Content Management and Workflow

- Enable content approval
- Configure an approval workflow
- Create a new doc for approval
- Approve a document

Module 6: Customising your site

Customising your site

- Using a master page
- Site themes
- Customising your site

Lab 5: Customising your site

- Change the site theme
- Change the default site icon on the team site
- Create a site template

Module 7: Site Administration

Site Administration

- Site owners for top level sites
- Sub-site owners
- Site administration settings
- Sites and workspaces
- Site features
- Content and structure
- Delete this site
- Usage reports
- Search reports
- Usage report

Lab 7: Site Administration

- Change the regional settings
- Close a site
- Delete a site

