Global Horizon
TRAINING CENTER

Training Course:
SharePoint 2016 Site Collections and Site Owner Administration

22 - 26 September 2024
Manama (Bahrain)
Fraser Suites

Training Course:
SharePoint 2016 Site Collections and Site Owner Administration

Training Course code: IT234759 From: 22 - 26 September 2024 Venue: Manama (Bahrain) - Fraser Suites Training Course Fees: 4675 Euro

Introduction

Obtain the skills needed for SharePoint 2016 site collections and site administration.

This course is intended for power users and IT professionals who are tasked with working within the SharePoint 2016 environment and conduct site collection and site administration. 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.

Course Objectives

- Design and implement a company portal structure using SharePoint 2016 objects including sites, libraries, lists, and pages
- 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
- Enhance the design and content of a company portal using SharePoint 2016 pages and web parts
- Importance of governance for the planning and managing future growth of the SharePoint 2016 implementation
- Options for integrating data from other systems such as Microsoft Office
- Preserve existing data
- Role of social networking in SharePoint 2016 and its impact on collaboration

Course Prerequisites

Experience with:

- Windows client operating systems Windows XP, Windows 7, Windows 8, or Windows 10
- Microsoft Office 2007, Office 2010, Office 2013, or Office 2016
- Microsoft Internet Explorer 7 or later, or similar web browser

It is also recommended participants have familiarity with previous versions of SharePoint, though it is not a required prerequisite.

Course Outlines

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
- O365

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

Creating Consistency across Sites

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

SharePoint Permissions

- Explaining Permissions and Security in SharePoint
- Creating SharePoint Groups
- Managing Permissions within SharePoint
- Sharing versus Traditional Security
- Sharing as different permission levels

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 Targeting Audience

Document and Records Management

- Basic Content Approval
- Versioning
- Check In/Out
- Holds
- Retention Policy
- Document ID
- Content Organizer
- Compliance Policy Center Site Template
- EDiscovery
- Records Center

Workflow

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

Office Integration

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

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

Bridging the Social Gap

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

Finding Information Using Search

- Exploring the Search Features in SharePoint
- Configuring Search Settings

- Search Analytics
- Search Visibility

Planning a Company Portal Using SharePoint

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

Site Collection Administrator Settings

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

Registration form on the Training Course: SharePoint 2016 Site Collections and Site Owner Administration

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