



*Training Course:  
SharePoint 2016 Site Collections and Site Owner  
Administration*

*14 - 18 September 2026  
Kuala Lumpur (Malaysia)*

## Training Course: SharePoint 2016 Site Collections and Site Owner Administration

Training Course code: IT234759 From: 14 - 18 September 2026 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 6300 € 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

### Target Audience

This course is intended for professionals who are responsible for managing and maintaining SharePoint 2016 environments, including:

- SharePoint Site Owners and Site Collection Administrators
- Power Users responsible for daily SharePoint site management
- IT Administrators supporting SharePoint 2016 On-Premises, Office 365, or Hybrid environments
- Content Managers and Information Workers handling document and collaboration sites
- Business Users involved in portal management and content organization
- Helpdesk and Support Teams assisting end users with SharePoint issues

- Professionals tasked with configuring security, permissions, and governance within SharePoint
- Teams responsible for implementing company portals, workflows, and document management solutions

## Course Outlines

### Day 1: SharePoint 2016 Fundamentals & Site Structure

Getting Started with SharePoint 2016  
Site Collection and Site Administrator Roles  
SharePoint Terminology  
Navigation and Ribbon Interface  
Basic Content Creation and Editing  
Metadata Concepts  
SharePoint Versions Overview Standard / Enterprise / O365  
Building Site Collections with Apps  
SharePoint Structure Overview  
Creating Sites and Site Templates

### Day 2: Lists, Libraries & Site Customization

SharePoint Apps Overview  
Customizing Lists and Libraries  
SharePoint Designer Usage  
Views in Lists and Libraries  
Creating and Managing Views  
Navigation Customization  
Site Features On/Off  
Site Content and Structure Management  
Creating Consistency Across Sites  
Site Columns  
Content Types  
Taxonomy Implementation  
Templates for Standardization

### Day 3: Security, Permissions & Governance Basics

SharePoint Permissions Overview  
Security Concepts in SharePoint  
SharePoint Groups Management  
Permission Levels  
Sharing vs Traditional Security  
Site Governance Introduction  
Information Architecture  
Site Hierarchy Planning  
Site Collection Administrator Settings  
Site Administration Settings  
Site Closure Policies

### Day 4: Pages, Web Parts & Document Management

Working with Pages



- Wiki Pages and Web Parts
- App Parts and Content Web Parts
- Search Web Parts and Filters
- Audience Targeting
- Page Customization and Portal Design
- Document Management Basics
- Versioning and Check In/Out
- Content Approval
- Retention Policies
- Document ID
- Content Organizer
- Alerts and Workflows Overview

## Day 5: Advanced Features, Search & Collaboration

- Workflow Out-of-the-Box & SharePoint Designer
- Approval Workflows
- Office Integration Outlook, Excel, Word, PowerPoint, OneDrive, OneNote, Access
- Publishing Sites and Web Content Management
- Managed Metadata Navigation
- Social Features My Sites, Posts, Tags, Mentions
- Community Sites
- Search Configuration and Optimization
- Search Analytics and Visibility
- Planning Company Portal Structure
- Governance Execution and Strategy

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

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

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- Please find enclosed a cheque made payable to Global Horizon
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