SHAREPOINT 2016 SITE COLLECTIONS AND SITE OWNER ADMINISTRATION (M55234)

Course Code: 5741

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).

What You'll Learn

- 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

Who Needs to Attend

- SharePoint site collection administrators
- SharePoint site administrators
- Power users working within the SharePoint environment

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 students have familiarity with previous versions of SharePoint, though it is not a required prerequisite.

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CLASSROOM LIVE	$2,995 USD	5 Day

Classroom Live Outline

1. 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

2. 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

3. Creating Consistency across Sites

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

4. SharePoint Permissions

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

5. 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

6. 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

7. Workflow

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

8. Office Integration

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

9. 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

10. Bridging the Social Gap

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

11. Finding Information Using Search

- Exploring the Search Features in SharePoint
- Configuring Search Settings
- Search Analytics
- Search Visibility

12. Planning a Company Portal Using SharePoint

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

13. Site Collection Administrator Settings

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

Classroom Live Labs

Lab 1: Creating a Structured Company Portal

- Create sites as part of a formal site structure
- Create new apps for documents and lists
- Enable versioning and content approval settings on libraries or lists
- Customize views on libraries or lists

- Configure navigation to hide lists and libraries

Lab 2: Creating Site Columns and Content Types

- Design and implement content types
- Create new site columns

Lab 3: Implementing a Taxonomy

- Design and create taxonomy
- Add managed metadata columns

Lab 4: Configuring the Content Organizer

- Customize default column values on a per-folder basis
- Provision and configure the Content Organizer for automated document routing

Lab 5: Managing Permissions in SharePoint

- View permissions of SharePoint objects
- Add users and groups to SharePoint objects
- Create a new SharePoint managers group with customized permissions
- Stop inheriting permissions between SharePoint objects

Lab 6: Adding and Configuring Web Parts

- Create custom content types for publishing
- Create a list template
- Create a managed property
- Use Content Search Web Part

Lab 7: Connecting Web Parts

- Place web parts on a page
- Connect web parts on a page to pass values between them

Lab 8: Applying Themes to Your Company Portal

- Customize and apply a theme to your portal
- Add a logo to your portal

Lab 9: Working with Advanced Document Management Features

Lab 10: Leveraging Records Management to Preserve Data

- Configure a Records Center to house documents requiring a hold
- Configure in-place records on libraries
- Set up and leverage an eDiscovery Center

Lab 11: Creating an Approval Workflow from SharePoint

Lab 12: Importing and Exporting Excel Data with SharePoint

Lab 13: Linking Outlook and SharePoint

Lab 14: Creating a Rich Publishing Site

- Create a web content management site for publishing news
- Set up and use image renditions for faster image management

Lab 15: Configuring a Publishing Approval Process

- Add an approval process to your publishing site

Lab 16: Implementing a Managed Navigation Site

- Set up and use the Managed Metadata navigation

Lab 17: Designing a Social Experience in SharePoint 2016

- Enable content ratings
- Configure RSS feeds
- Manage user profiles

Lab 18: Creating a Community Site

- Create and configure a community site
- Create and manage discussions
- Recognize users who contribute to the community

Lab 19: Configuring an Advanced Search Center

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Aug 25 - 29, 2025 | 8:30 AM - 4:30 PM EDT

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PRIVATE GROUP TRAINING	5 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.