



# SHAREPOINT 2016 FOR SITE MEMBERS, SITE OWNERS AND WORKFLOW ADMIN

Course Code: 6903

Learn how to determine what features and options to make available in SharePoint and how to configure those features to meet organizational and user needs.

Microsoft® SharePoint® 2016 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and automate business processes. In this course, you will learn how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you while collaborating with colleagues more effectively.

## What You'll Learn

After this five-day course, you will be able to use resources on a typical SharePoint Team Site in the course of performing normal business tasks. You will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. As existing SharePoint site owners will be able to take on administrative responsibility for implementing and managing advanced features based on business requirements.

## Who Needs to Attend

This course is designed for existing Microsoft SharePoint site owners who will create and manage sites, add advanced features, implement and manage records management, and create and administer workflows.

## Prerequisites

To ensure your success, you will need to have a solid understanding of computers, the Windows Operating system, file management and functional knowledge of Microsoft Office.

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CLASSROOM LIVE

\$1,775 CAD

5 Day

## Classroom Live Outline

### Day 1 & 2

#### **Interacting with SharePoint Team Sites**

- Access SharePoint Sites
- Navigate SharePoint Sites

#### **Working with Documents, Content, and Libraries**

- Upload Documents
- Search for Documents and Content

#### **Interacting in SharePoint**

- Update and Share Your Profile
- Follow and Share Content

#### **Working with Lists**

- Add and Modify List Items
- Configure List Views
- Filter and Group Data with List Views

#### **Integrating with Microsoft Office**

- Access and Save Microsoft Office Documents with SharePoint
- Manage Document Versions
- Work with SharePoint Data from Outlook

### Day 3 & 4

## **Creating and Configuring a New Site**

- Create a New Site
- Configure the Look and Feel of Your Site

## **Adding and Configuring Libraries**

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

## **Adding and Configuring Lists**

- Add and Configure an Announcements List
- Add and Configure a Tasks List
- Create, Configure, and Integrate Contacts and Calendars

## **Creating Custom Lists and Forms**

- Create and Configure Custom Lists
- Create Custom List Forms

## **Assigning Permissions and Access Rights**

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

## **Extending SharePoint Functionality with Web Parts**

- Add and Configure Included Web Parts
- Add and Configure External Web Parts

## **Day 5**

### **Configuring Site Settings**

- Configure Site Settings to Meet Team Requirements
- Configure Site Search
- Organize the Site and Configure Navigation
- Configure Site Auditing

### **Integrating External Applications and Data**

- Add an RSS Feed to Your Site
- Enable Email Connectivity for a Library

### **Configuring Site Metadata**

- Create a Custom Content Type
- Add Site Columns to Content Types
- Create and Configure Document Sets

### **Managing Archiving and Compliance**

- Manage Site Closure and Deletion
- Configure In-place Records Management
- Manage Records Using the Records Center

- Manage Content with the Content Organizer
- Configure Information Management Policies

### **Implementing Workflows**

- Plan a Workflow
- Create and Publish a Workflow
- Test Workflows
- Design and Implement Advanced Workflows

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VIRTUAL CLASSROOM LIVE

\$1,775 CAD

5 Day

## Virtual Classroom Live Outline

### Day 1 & 2

#### **Interacting with SharePoint Team Sites**

- Access SharePoint Sites
- Navigate SharePoint Sites

#### **Working with Documents, Content, and Libraries**

- Upload Documents
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#### **Interacting in SharePoint**

- Update and Share Your Profile
- Follow and Share Content

#### **Working with Lists**

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PRIVATE GROUP TRAINING

5 Day

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