

MICROSOFT SHAREPOINT 2016 FOR SITE OWNERS

Course Code: 821487

By the end of this course, users should be comfortable with creating new sites in SharePoint, adding and configuring libraries; adding and configuring lists; configuring site settings, assigning permissions and access rights; and working with advanced site options.

SharePoint is a collaboration platform that allows multiple users to share documents, exchange ideas, and work together. This new version of SharePoint includes hybrid cloud search, the app launcher, new collaboration experiences, user interface changes, and more.

This course is intended to help users experienced with using SharePoint as a basic user understand how to create sites and manage them. We will cover the changes that have been made to the user interface, show users how to create new sites, libraries, lists, as well as change site settings and manage site options.

What You'll Learn

- Creating a New Site
- Adding and Configuring Libraries
- Adding and Configuring Lists
- Configuring Site Settings
- Assigning Permission and Access Rights

Who Needs to Attend

This course is intended to help users experienced with using SharePoint as a basic user understand how to create sites and manage them.

Prerequisites

This course assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and a web browser. Previous experience with using SharePoint as a user and the completion of the SharePoint 2016: For Users course is recommended.

To facilitate the activities in this course, create a site collection named "Human Resources" with the team site template that the students have access to.

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CLASSROOM LIVE

\$395 CAD

1 Day

Classroom Live Outline

Lesson 1: Creating a New Site

- Topic A: Create a Site
- Topic B: Design Your SharePoint Site

Lesson 2: Adding and Configuring Libraries

- Topic A: Configure a Document Library for a Team Site
- Topic B: Configure the Site Assets Library for a Site
- Topic C: Add a Wiki to Your Site

Lesson 3: Adding and Configuring Lists

- Topic A: Add an Announcement List
- Topic B: Add a Task List
- Topic C: Add Contact and Calendar Lists
- Topic D: Add a Blog
- Topic E: Add a Custom List

Lesson 4: Configuring Site Settings

- Topic A: Configure Site Search Options
- Topic B: Configure Site Administration Settings
- Topic C: Configure Site Navigation Settings

Lesson 5: Assigning Permission and Access Rights

- Topic A: Configure Site Permissions and Security Options

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VIRTUAL CLASSROOM LIVE

\$395 CAD

1 Day

Virtual Classroom Live Outline

Lesson 1: Creating a New Site

- Topic A: Create a Site
- Topic B: Design Your SharePoint Site

Lesson 2: Adding and Configuring Libraries

- Topic A: Configure a Document Library for a Team Site
- Topic B: Configure the Site Assets Library for a Site
- Topic C: Add a Wiki to Your Site

Lesson 3: Adding and Configuring Lists

- Topic A: Add an Announcement List
- Topic B: Add a Task List
- Topic C: Add Contact and Calendar Lists
- Topic D: Add a Blog
- Topic E: Add a Custom List

Lesson 4: Configuring Site Settings

- Topic A: Configure Site Search Options
- Topic B: Configure Site Administration Settings
- Topic C: Configure Site Navigation Settings

Lesson 5: Assigning Permission and Access Rights

- Topic A: Configure Site Permissions and Security Options



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PRIVATE GROUP TRAINING

1 Day

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