

SharePoint 2016 Site Collections and Site Owner Administration



Purpose of the training

The training is addressed to employees using business solutions based on SharePoint 2016 environment who are responsible for administering site collection or a website. It includes information oriented on deeper acquaintance with administration tasks, thanks to which the participants will know the functionalities and how to use them.



Benefits of completing the training

During this 5 day course advanced users and IT specialists will gain skills necessary to develop and administer site collection and website in SharePoint 2016. The course will provide them with knowledge of most popular skills required to successfully manage information with SharePoint 2016.

The course aims to supplement skills gained during other Microsoft courses which focus on general administration and implementation of SharePoint 2016 servers, as well as general Office 365 management:

- 20339-1, Planning and Administering SharePoint 2016
- 20339-2, Advanced Technologies of SharePoint 2016



Expected Listener Preparation

Knowledge of Windows 7,8,10 environments, Office 2013,2016 and Internet Explorer, fundamental knowledge of SharePoint platform.

An ability to use English language materials



Training Language

- Training: English
- Materials: English



Training Includes

access to Altkom Akademia's student portal

Training method:

lecture + workshops



Duration

5 days / 35 hours

Training agenda

1. Starting work in SharePoint 2016
 - A review of roles of SharePoint 2016 website and collection administrators
 - defining SharePoint terminology
 - navigating SharePoint website
 - interacting with ribbon
 - creating and editing simple content
2. Developing company's website
 - Building website's structure
 - Defining SharePoint application
 - Adding extra information to document library/ list settings
 - Explaining views on lists and libraries
 - Creating views in lists and libraries
 - Modifying navigation
3. Making websites coherent
 - defining website columns

- defining content types
 - implementing taxonomy
 - Configuring content organizer
 - Using templates to make them coherent
4. SharePoint permissions
- discussing SharePoint permissions and securities
 - creating SharePoint groups
 - managing permissions
 - sharing and traditional security model
5. Adjusting website layout
- changing website layout
 - editing a website
 - working with Web Part and App Part elements
 - addressing the content to audiences
6. Managing documents and records
- Managing libraries
 - Setting compliance policies
 - Implementing content organizer and record center
 - Using ediscovery center
7. Creating workflow
- Creating out-of-the-the-box workflow
 - Creating workflow in SharePoint designer
8. Integration with Microsoft Office bundle
- Merging Outlook with SharePoint
 - Merging and cooperation in office 2016
 - Importing and exporting data with Excel and SharePoint 2016
 - Merging Access and Sharepoint 2016
 - Creating Infopath forms
 - Acquaintance with OneDrive for business
9. Publishing websites
- Initiating web content management
 - web content structure management
 - Navigating website using manageable metadata
 - Configuring publication's confirmation process
10. Diminishing social gap
- Configuring social functions in SharePoint 2016
 - Developing Community website
11. Looking for information with Search

- a review of search functions in SharePoint 2016
 - configuring search settings
12. Controlling and scheduling an increase
- a review of supervision of website administration
 - discussing execution of supervision
13. A review of site collection administrator's settings
- a review of settings for site collection administrators
 - a review of settings for website administrators