

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft SharePoint Server 2016 for the Site Owner/Power User

Learn to manage SharePoint Server 2016 sites, permissions, lists, libraries and pages as a site owner or power user.

7

MODULES

48

TOPICS

26

HANDS-ON LABS

COURSE OVERVIEW

This course covers the role and responsibilities of the SharePoint Site Owner, followed by managing users, groups and permissions at the site, list, library, folder and item levels. It explains how to use site and site collection features, create and configure subsites and pages, and work with web parts. The course then covers building and configuring lists and libraries, including content approval, versioning and views, before moving on to monitoring site activity through storage metrics, popularity trends and search reports. It closes with an optional look at SharePoint Apps and Add-ins, including the App Catalog and SharePoint Store.

WHO THIS COURSE IS FOR

Site Owners

Site Collection Administrators

Power Users

Content Managers

LEARNING OBJECTIVES

- Describe the role and work areas of a Site Owner
- Configure users, groups and permission levels
- Apply inheritance and custom permissions across sites and libraries
- Enable and manage site and site collection features
- Create and configure subsites, pages and web parts
- Build lists and libraries with content approval and versioning
- Interpret site activity reports such as storage and search metrics
- Explain SharePoint Apps and Add-ins and the App Catalog

7 Modules, 48 Topics

01

The Role of the Site Owner

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology and the role of the Site Owner.

LESSONS

The Role of the Site Owner · Work Areas for Site Owners · Browser Support · Resources

02

8 Labs

Users, Groups and Permissions

This module covers the management of SharePoint user and content security at the site, list, library, folder and item levels.

LESSONS

- SharePoint Security
- Users and Groups
- Permission Levels
- Inheritance
- Adding and Removing Users
- Creating SharePoint Groups
- Creating Custom Permission Levels
- List and Library Permissions
- Checking Permissions
- SharePoint Security Best Practices

03

3 Labs

Site and Site Collection Features

This module covers the use of SharePoint Features to add and remove functionality for sites and site collections.

LESSONS

SharePoint Features · Features for Site Owners · Features for Site Collection Administrators

04

5 Labs

Managing Sites and Pages

This module explores the creation and configuration of subsites and pages.

LESSONS

Creating Subsites · Deleting Subsites · Changing the Look and Feel · Site Navigation · Save Site as Template · Search Visibility for the Site · Creating Pages · Working with Web Parts

05**8 Labs**

Working with Lists and Libraries

This module explains how to create and configure out of the box and custom lists and libraries. It covers how to configure and work with features such as Content Approval, Versioning and Views.

LESSONS

- Creating Lists and Libraries
- Deleting Lists and Libraries
- List Settings
- Viewing Files using Office Online Server
- Content Approval
- Folders
- Search Visibility
- List and Library Versioning Options
- Checking Documents Out and In
- Adding and Configuring Columns
- Column and Item Validation
- Creating Lists by Importing Excel Files
- Creating and Modifying Views

06

Monitoring Site Activity

This module explores the Site Activity reports available to Site Owners and Site Collection Administrators.

LESSONS

SharePoint Reporting · Storage Metrics · Popularity Trends · Search Reports

07**2 Labs**

SharePoint Apps and Add-ins (Optional)

This module explores SharePoint Apps and Add-ins.

LESSONS

What is an App? · What is an Add-in? · Working with Add-ins · Adding Add-ins · The SharePoint Store · The App Catalog

Practise What You Learn

#	MODULE	ACTIVITY
02	Users, Groups and Permissions	■ Users, Groups and Permissions ■ Quiz! ■ Add new users to a site ■ Create a permission level for “Add, Edit, but not Delete” ■ Create a new group for the site ■ Create a new group for granular permissions ■ Create a subsite with unique permissions ■ Set unique permissions on a library and a folder
03	Site and Site Collection Features	■ Site and Site Collection Features ■ Quiz! ■ Add a Feature to Your Site
04	Managing Sites and Pages	■ Managing Sites and Pages ■ Quiz! ■ Create a subsite and add lists and libraries ■ Customize the home page of the site ■ Add a web part to the home page
05	Working with Lists and Libraries	■ Working with Lists and Libraries ■ Quiz! ■ Add Columns to an Existing List ■ Add an Alert ■ Configure Content Approval ■ Configure Versioning ■ Create a List from an Excel File ■ Add Custom Views to a List
07	SharePoint Apps and Add-ins (Optional)	■ SharePoint Add-ins ■ Instructor led demo of working with Add-ins

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

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