

55251: SharePoint® 2016 Site Owner

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is designed to teach participants an overview of the roles and responsibilities of a SharePoint Site Owner. They will learn how to add and configure sites and subsites, create and configure libraries and lists, create and customize columns, as well as create and manage content types. Participants will also learn the basics of permissions and how to manage the various permission levels, create and modify site pages, and work with web parts and app parts.

Target Audience

This course is intended for:

- New users to SharePoint 2016.

Prerequisites

To attend this course, candidates must have:

- Basic computer knowledge
- Basic Microsoft® Office skills.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate a SharePoint 2016 Team Site.
- Create and edit web page content.
- Create InfoPath® Forms and Form libraries.
- Create site columns and content types.
- Manage basic permissions of SharePoint 2016 resources.

Course Topics

Module 1: Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

Module 2: Page Content

- Wiki Library Pages
- Editing the Team Site Home Page
- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts
- Adding Web Parts to Pages



Course Topics *Continued*

Module 3: Forms Library

- Creating a Forms Library
- Creating InfoPath Forms
- Create a Form with Microsoft InfoPath Designer
- Publishing InfoPath Forms to SharePoint
- Publish Custom InfoPath Form

Module 4: Site Columns and Content Types

- Site Column Gallery
- Explore the Site Column Gallery
- Creating Site Columns
- Create a Custom Site Column
- Add a Site Column to a List
- Site Content Type Gallery
- Explore the Site Content Types Gallery
- Creating Content Types
- How to Create and Use Content-Type

Module 5: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance

Module 6: Participating in User Communities

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Documents Newsfeed
- Sites Newsfeed
- Tags Newsfeed
- Managing Personal Sites

LABS INCLUDED

