凱風電腦有限公司 |Gallant Computer Company Ltd.
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(55197A) – Microsoft SharePoint Server 2016 for the Site Owner/Power User

OBJECTIVE

This class is designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators. Students should take this course if they need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint 2016 sites. This class compliments the 20339-1 course by providing IT Pros with the foundation of permissions and site collection management.

COURSE TOPICS

Module 1: The Role of the Site Owner

-   The Role of the Site Owner

-   Work Areas for Site Owners

-   Browser Support

-   Resources

Module 2: Users, Groups and Permissions

-   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

Module 3: Site and Site Collection Features

-   SharePoint Features

-   Features for Site Owners

-   Features for Site Collection Administrators

Module 4: Managing Sites and Pages

-   Creating Subsites

-   Deleting Subsites

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

Module 5: Working with Lists and Libraries

- 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

Module 6: Monitoring Site Activity

- SharePoint Reporting
- Storage Metrics
- Popularity Trends
- Search Reports

Module 7: SharePoint Apps and Add-ins (Optional)

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

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PREREQUISITES

Before attending this course, students must have:

- Have strong SharePoint 2010-2016 end user skills or have attended course "55193: Introduction to SharePoint 2016 for Collaboration and Document Management" or similar.
- Good Microsoft Office skills, including Word, Excel, PowerPoint and Outlook.

TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

COURSE DURATION

16 Hours (in 2 days)

Time: 9:00am to 6:00pm

Lunch Time: 1:00pm to 2:00pm

CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course

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