

**SharePoint 2016 for Site Owners**

**Course Number:** SHPT-415
**Duration:** 4 days

**Overview**

Accelebrate's SharePoint 2016 Site Owner training course teaches students the basics of collaborating in SharePoint 2016 using Contacts, Tasks, Links, Calendars, and document libraries. Attendees learn how to customize SharePoint 2016 for improved efficiency and productivity, and optionally, how to use social networking capabilities such as blogs and wikis.

**Prerequisites**

Attendees should have experience using a Web browser and interacting with Web-based systems as well as hands-on experience with SharePoint 2016 from an end user perspective. Experience with Microsoft Office 2010 or later is an advantage, but is not required.

**Materials**

All attendees receive complete courseware.

**Software Needed on Each Student PC**

* Microsoft Office Professional Plus 2016 or later
* A modern browser such as Microsoft Edge or Google Chrome
* Optional: Visio 2013 Professional and SharePoint Designer 2013 (for creating workflows)
* A site collection on your SharePoint 2016 server also needs to be available for class, with each attendee having her/his own site within the collection. We have an easy-to-use setup sheet that describes how to prepare the site collection and sites for the class, and we are glad to check your setup remotely via screen share after it is completed.

**Objectives**

* Understand SharePoint 2016 basics
* Create and Manage Sites
* Manage Site Security, Design and Content
* Manage Pages, Apps, and Web Parts
* Create, Configure and Customize Lists and Libraries
* Manage Site Columns, Content Types, and Term Sets
* Create and Manage Workflows
* Control Information Management Policies
* Control Records Management
* Manage and Customize Search Capabilities
* Utilize Enterprise Office Services
* Optional objectives that can be added (course length would be affected) or swapped for other units in the course:
	+ Use Personalization and Social Features
	+ Use Metrics and Reporting

**Outline**

* Introduction
* Understanding SharePoint Technologies
	+ Defining Microsoft SharePoint 2016
	+ Tracing the Evolution of SharePoint
	+ Exploring What's New in SharePoint 2016
	+ Understanding the Value of SharePoint 2016
	+ Understanding SharePoint Building Blocks
* Understanding Sites
	+ Understanding Site Collections and Sites
	+ Managing Site Structures and Layouts
	+ Using Standard Site Templates
	+ Using SharePoint Portal Templates
* Working with Sites
	+ Navigating the SharePoint Environment
	+ Using the Ribbon
	+ Creating Sites
	+ Deleting Sites
	+ Managing Site Security
	+ Changing Site Details
	+ Managing Site Navigation
	+ Using the Recycle Bin
	+ Managing Site Design and Layout
	+ Managing Site Templates
	+ Managing Site Content and Structure
	+ Managing Site and Site Collection Features
	+ Managing Content Variations
	+ Managing Help Information
	+ Using SharePoint Designer for Site Management
* Creating and Managing Pages, Apps, and Web Parts
	+ Working with Web Part Pages, Wiki Pages and Publishing Pages
	+ Adding and Removing Apps
	+ Working with Web Parts on Pages
* Managing Lists and Libraries
	+ Creating Lists and Libraries
	+ Deleting Lists and Libraries
	+ Managing List and Library Properties
	+ Managing Metadata Columns
	+ Working with Views
	+ Managing List and Library Permissions
	+ Integrating Lists and Libraries with Office
* Working with Lists
	+ Understanding Types of Lists
	+ Working with List Items
	+ Working with Attachments
	+ Filtering and Sorting List Items
	+ Using Metadata Navigation
	+ Using Views
	+ Working with Folders
	+ Managing Item Level Security
	+ Versioning List Items
	+ Using Item Validation
	+ Rating List Content
	+ Using Audience Targeting
* Working with Libraries
	+ Understanding Types of Libraries
	+ Working with Documents
	+ Working with Folders
	+ Using Document Sets
	+ Managing Item Level Security
	+ Using Audience Targeting
	+ Managing Document Versioning
	+ Copying Documents to Other Locations
	+ Using Item Validation
	+ Using Document Templates
	+ Rating Library Content
	+ Using the Document ID Service
	+ Working with Documents in Office
* Managing Site Columns, Content Types, and Term Sets
	+ Managing and Using Site Columns
	+ Creating and Configuring Content Types
	+ Using Term Sets
* Creating and Managing Workflows and Information Management Policies
	+ Understanding Workflows
	+ Creating and Configuring Workflows
	+ Managing Workflows
	+ Running Workflows
	+ Working with Workflow Instances
	+ Managing Information Management Policies
* Controlling Records Management
	+ Understanding Records Management
	+ Adding Content with Content Organizer
	+ Managing Records
	+ Using Record Centers
	+ Using Document Centers
	+ Using Content Holds
* Managing and Customizing Search
	+ Using SharePoint Search
	+ Working with Search Centers
	+ Understanding Crawling Capabilities
	+ Managing SharePoint Query Capabilities
	+ Managing Search Result Capabilities
	+ Exporting and Importing Search Configurations
	+ Using Search with Web Parts
* Utilizing Enterprise Office Services
	+ Using Office Web Apps
	+ Using Excel Services
	+ Creating Forms and Form Libraries
	+ Using Visio Services
* Conclusion
* Optional modules that may be added (course length would be affected) or swapped for other units in the course:
	+ Using Personalization and Social Features
		- Working with Profiles, Tasks, Alerts
		- Understanding Following, Newsfeeds and Targeting
		- Sharing and Extending Content
		- Building Communities
	+ Using Metrics and Reporting
		- Understanding Storage Metrics
		- Generating SharePoint Foundation Reports
		- Generating Popularity and Search Reports