

## Microsoft SharePoint Server 2016 for the Site Owner/Power User (55197)

- **Formato do curso:** Presencial e Live Training
- **Localidade:** Porto
- **Data:** 07 Set. 2020 a 08 Set. 2020
- **Preço:** 890€
- **Horário:** Laboral - 9h30 - 17h30
- **Duração:** 14 horas

This two day 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.

### Destinatários

- SharePoint Site Owners
- SharePoint Power Users
- SharePoint Site Collection Administrators
- SharePoint Administrators and Developers

### Pré-requisitos

- 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.

### Objetivos

- Manage Sites and Site Collections
- Add users and groups and manage site, list, folder and item security
- Add and configure web parts

- Configure site options including theme, title, description and icon
  - Configure site navigation
  - View site activity reports
  - Customize lists and libraries
  - Configure Check out/in, Content Approval and Versioning
  - Create and modify pages and web part pages
- 

## Programa

### **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

### **Lab : 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

### **Module 3: Site and Site Collection Features**

- SharePoint Features
- Features for Site Owners
- Features for Site Collection Administrators

### **Lab : Site and Site Collection Features**

- Quiz!
- Add a Feature to Your Site

#### **Module 4: Managing Sites and Pages**

- 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

#### **Lab : 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

#### **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

#### **Lab : 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

## **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

## **Lab : SharePoint Add-ins**

- Instructor led demo of working with Add-ins.