

CUSTOM SHAREPOINT 2016 SITE OWNER FOR GOVERNMENT OF SASKATCHEWAN

1 day course

Course Code: 91069

COURSE OBJECTIVE

Microsoft® SharePoint® 2016 is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint Team Site so that your team or organization can share information and collaborate effectively. SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

TARGET STUDENT

This course is designed for existing Microsoft SharePoint site users who will create and manage a SharePoint site.

COURSE CONTENT

LESSON 1: CREATING A NEW SITE

- Create a Site
- Configure the look and feel of your SharePoint Site

LESSON 2: ADDING AND CONFIGURING LIBRARIES

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

LESSON 3: CONFIGURING SITE METADATA

- Create a Custom Content Type
- Add Site Columns to Content Types

LESSON 4: CONFIGURING VIEWS

- Configure List Views
- Filter and Group Data with List Views

LESSON 5: CONFIGURING SITE NAVIGATION

- Organize the Site and Configure Navigation

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LESSON 6: ASSIGNING PERMISSIONS AND ACCESS RIGHTS

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

LESSON 7: IMPLEMENTING WORKFLOWS

- Plan a Workflow
- Create and Publish a Workflow
- Test Workflows
- Design and Implement Advanced Workflows