

Microsoft SharePoint 2016: Site Owner

Course Length: 1 day

Overview

In this course, students will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively.

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

Upon successful completion of this course, students will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. Students will: Create and configure new sites. Add and configure document libraries. Add and configure lists. Create custom lists and forms. Assign permissions and access rights. Extend SharePoint functionality with web parts.

Course Content

Lesson 1 – CREATING AND CONFIGURING A NEW SITE	<ul style="list-style-type: none">• Create a New Site• Configure the Look and Feel of Your Site
Lesson 2 – ADDING AND CONFIGURING LIBRARIES	<ul style="list-style-type: none">• Configure a Document Library• Configure Document Versioning and Check Out• Configure a Content Approval Process
Lesson 3 – ADDING AND CONFIGURING LISTS	<ul style="list-style-type: none">• Add and Configure an Announcements List• Add and Configure a Tasks List• Create, Configure, and Integrate Contacts and Calendars
Lesson 4 – CREATING CUSTOM LISTS AND FORMS	<ul style="list-style-type: none">• Create and Configure Custom Lists• Create Custom List Forms
Lesson 5 – ASSIGNING PERMISSIONS AND ACCESS RIGHTS	<ul style="list-style-type: none">• Share Sites and Set Site Permissions• Secure Lists, Libraries, and Documents
Lesson 6 – EXTENDING SHAREPOINT FUNCTIONALITY WITH WEB PARTS	<ul style="list-style-type: none">• Add and Configure Included Web Parts• Add and Configure External Web Parts