SHAREPOINT: SITE ADMINISTRATOR

Available Dates: **Jan 17, Feb 15, Mar 18, Apr 16, May 29, Jun 27**
Class Length: **1 day**
Cost: **$399**
Email Computer Visions about this class

Class Outline:

Description:

Microsoft® SharePoint® 2016 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and automate business processes. In this course, you will learn how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

SharePoint features are robust and complex. Site owners can determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Course Outline:

Lesson 1: Configuring Site Settings
Topic A: Configure Site Settings to Meet Team Requirements
Topic B: Configure Site Search
Topic C: Organize the Site and Configure Navigation
Topic D: Configure Site Auditing

Lesson 2: Integrating External Applications and Data
Topic A: Add an RSS Feed to Your Site
Topic B: Enable Email Connectivity for a Library

Lesson 3: Configuring Site Metadata
Topic A: Create a Custom Content Type
Topic B: Add Site Columns to Content Types
Topic C: Create and Configure Document Sets

Lesson 4: Managing Archiving and Compliance
Topic A: Manage Site Closure and Deletion
Topic B: Configure In-place Records Management
Topic C: Manage Records Using the Records Center
Topic D: Manage Content with the Content Organizer
Topic E: Configure Information Management Policies

Lesson 5: Implementing Workflows
Topic A: Plan a Workflow
Topic B: Create and Publish a Workflow
Topic C: Test Workflows
Topic D: Design and Implement Advanced Workflows