

SHAREPOINT: SITE OWNER

Available Dates: **Jan 10, Feb 4, Mar 11, Apr 9, May 15, Jun 20**

Class Length: **1 day**

Cost: **\$399**

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Class Outline:

Description:

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.

Course Outline:

Lesson 1: Creating and Configuring a New Site

Topic A: Create a New Site

Topic B: Configure the Look and Feel of Your Site

Lesson 2: Adding and Configuring Libraries

Topic A: Configure a Document Library

Topic B: Configure Document Versioning and Check Out

Topic C: Configure a Content Approval Process

Lesson 3: Adding and Configuring Lists

Topic A: Add and Configure an Announcements List

Topic B: Add and Configure a Tasks List

Topic C: Create, Configure, and Integrate Contacts and Calendars

Lesson 4: Creating Custom Lists and Forms

Topic A: Create and Configure Custom Lists

Topic B: Create Custom List Forms

Lesson 5: Assigning Permissions and Access Rights

Topic A: Share Sites and Set Site Permissions

Topic B: Secure Lists, Libraries, and Documents

Lesson 6: Extending SharePoint Functionality with Web Parts

Topic A: Add and Configure Included Web Parts

Topic B: Add and Configure External Web Parts