SharePoint 2016 Site Collections and Site Owner Administration

Cursusduur: 5 Dagen      Cursuscode: M55234

Beschrijving:
This five-day instructor-led course is intended for Sharepoint power users and IT professionals who are tasked with working within the SharePoint 2016 environment and conduct site collection and site administration. This course will provide a deeper, narrowly-focused training on the important and popular skills needed to do SharePoint site collection and site administration with SharePoint 2016 deployed on-premise, in Office 365 (SharePoint Online) or a hybrid deployment (on-premise connected to Office 365).

Doelgroep:
This course is intended for those who provide Sharepoint site collection and site administration and are power users or IT professionals who are tasked with supporting or working within the SharePoint 2016 environment on-premise and/or in Office 365.

Doelstelling:
- After completing this course, students will be able to:
- Design and implement a company portal structure using SharePoint 2016 objects including sites, libraries, lists and pages
- Explain the role of security and permissions throughout SharePoint 2016
- Implement guidelines for consistency in building a company portal to aid in the day-to-day administration of content in SharePoint 2016
- Enhance the design and content of a company portal using SharePoint 2016 pages and web parts
- Explain the importance of governance for the planning and managing future growth of the SharePoint 2016 implementation
- Identify options to integrate data from other systems such as Microsoft Office, as well as preserve existing data
- Explain the role of social networking in SharePoint 2016 and its impact on collaboration

Vereiste kennis en vaardigheden:
Before taking this course students need to have knowledge of:
- Windows client operating system - Windows 7, Windows 8, or Windows 10
- Microsoft Office
- Microsoft Internet Explorer 7 or later, or similar web browser
- It is recommended students have familiarity with previous versions of SharePoint, though it is not a required prerequisite.

Examens en certificering:
**Cursusinhoud:**

### Module 1: Getting Started with SharePoint 2016

This module explains to site collection and site administrators how to discuss basic terminology and how to navigate around SharePoint 2016. Once administrators can explain basic terminology and how to navigate around SharePoint, they have a solid foundation for the rest of the course.

- Exploring SharePoint 2016 Site Collection and Site Administrator Roles
- Defining SharePoint Terminology
- Navigating a SharePoint Site
- Interacting with the Ribbon
- Creating and Editing Basic Content
- What is Metadata?
- Versions of SharePoint
- Standard
- Enterprise
- O365

After completing this module, students will be able to:

- Discuss basic terminology
- Navigate around SharePoint 2016
- Create sites
- Document libraries and lists
- Manage navigation
- More efficiently manage their site collections
- Know how permissions work within a site collection
- Use the publishing features of SharePoint 2016 to create rich content pages
- Use the publishing features that limit the types of layouts, images and templates available to users
- Better perform internal talent management
- Develop a formal governance plan and committee to maintain quality and consistency in SharePoint
- Use other tools and settings in SharePoint 2016

### Module 2: Building a Site Collection with Apps

This module explains to site collection administrators how to create sites, document libraries and lists, as well as manage navigation. The first major milestone, after planning the company portal, is executing and building the site structure. The site structure includes the components for storing and presenting information namely sites, lists and libraries and apps, which are new to SharePoint 2016. Site structure provides the framework for the entire portal.

- The Structure of SharePoint
- Creating a Site
- What does a site template come with?

After completing this module, students will be able to:

- Design a company portal using out-of-the-box web parts and themes

### Module 6: Document and Records Management

This module explains how to leverage document management tools included in SharePoint 2016. Whether a small company or a large enterprise, this module explores how any company can leverage SharePoint for versioning, compliance, routing and eDiscovery.

- Basic Content Approval
- Versioning
- Check In/Out
- Holds
- Retention Policy
- Document ID
- Content Organizer
- Compliance Policy Center Site Template
- EDiscovery
- Records CenterLab : Working with Advanced Document Management
- FeaturesLab : Leveraging Records Management to Preserve Data
- Configure a Records Center to house documents requiring a hold
- Configure in-place records on libraries
- Set up and leverage an eDiscovery Center

After completing this module, students will be able to:

- Discuss basic terminology

### Module 10: Bridging the Social Gap

This module explains how to better perform internal talent management, also known as knowledge management. An important advancement in SharePoint 2016 is the expansion of social computing features. For example, an organization may need to find an individual with the specific skills and knowledge to assist in completing a task or project. SharePoint 2016 offers a viable platform to help organizations with talent or knowledge management.

- My Sites
- Configuring Social Features in SharePoint
- Posts, Tags and Mentions
- Creating a Community SiteLab : Designing a Social Experience in SharePoint 2016
- Enable content ratings
- Configure RSS feeds
- Manage user profilesLab : Creating a Community Site
- Create and configure a community site
- Create and manage discussions
- Recognize users who contribute to the community

After completing this module, students will be able to:

- Discuss basic terminology

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**M55234**

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<table>
<thead>
<tr>
<th>Module</th>
<th>Description</th>
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<tbody>
<tr>
<td>Module 1: Defining SharePoint Apps</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 2: Customizing Lists and Libraries</td>
<td>Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 3: Creating Consistency across Sites</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 4: Explaining Views on Lists and Libraries</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 5: Configuring Views in Lists and Libraries</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 6: Modifying Navigation</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 7: Workflow</td>
<td>This module explains how to automate business processes within an organization. The ability to initiate, track and resolve activity in SharePoint 2016 is possible through the use of a workflow. Whether using the pre-configured out-of-the-box workflow features or creating a custom workflow through SharePoint Designer, an organization can benefit from moving existing email, paper or informal processes into SharePoint.</td>
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<td>Module 8: Alerts</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 9: Out of the Box Workflow</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 10: Activating Workflow Features</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 11: Approval Workflow</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 12: Creating a Workflow in SharePoint Designer</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 13: Creating/Managing Lists and Libraries</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 14: Customizing Lists and Libraries</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 15: Creating Views in Lists and Libraries</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 16: Explaining Views on Lists and Libraries</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 17: Configuring Views in Lists and Libraries</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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<td>Module 18: Modifying Navigation</td>
<td>Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016</td>
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This module explains how to develop a formal company portal using SharePoint 2016. After completing this module, students will be able to: Discuss basic terminology, Navigate around SharePoint 2016, Create sites, Document libraries and lists, Manage navigation, More efficiently manage their site collections, Know how permissions work within a site collection, Use the publishing features of SharePoint 2016 to create rich content pages, Use the publishing features that limit the types of layouts, images and templates available to users, Better perform internal talent management, Develop a formal governance plan and committee to maintain quality and consistency in SharePoint, Use other tools and settings in SharePoint 2016.
Module 8: Office Integration

This module explains how to use other tools and settings in SharePoint 2016. Site collection administrators or site administrators are able to create and manage permissions within SharePoint 2016.

Module 4: SharePoint Permissions

This module explains how permissions work within a site collection, and how the tools within SharePoint 2016 are used to manage and maintain them. It is crucial that SharePoint 2016 site collection administrators and site administrators are able to create and manage permissions within SharePoint 2016.

Better perform internal talent management
Better perform internal talent management

Managing Permissions within SharePoint
Managing Permissions within SharePoint

Better perform internal talent management
Better perform internal talent management

Creating SharePoint Groups
Creating SharePoint Groups

Defining SharePoint Governance
Defining SharePoint Governance

Sharing versus Traditional Security
Sharing versus Traditional Security

Sharing as different permission levels Lab: Managing Permissions in SharePoint
Sharing as different permission levels Lab: Managing Permissions in SharePoint

Site Closure Policies
Site Closure Policies

View permissions of SharePoint objects
View permissions of SharePoint objects

Use the publishing features of SharePoint 2016 to create rich content pages
Use the publishing features of SharePoint 2016 to create rich content pages

Add users and groups to SharePoint objects
Add users and groups to SharePoint objects

Use the publishing features that limit the types of layouts, images and templates available to users
Use the publishing features that limit the types of layouts, images and templates available to users

Create a new SharePoint managers group with customized permissions
Create a new SharePoint managers group with customized permissions

Better perform internal talent management
Better perform internal talent management

Stop inheriting permissions between SharePoint objects
Stop inheriting permissions between SharePoint objects

Develop a formal governance plan and committee to maintain quality and consistency in SharePoint
Develop a formal governance plan and committee to maintain quality and consistency in SharePoint

After completing this module, students will be able to:

- Discuss basic terminology
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- Use other tools and settings in SharePoint 2016
- Automate business processes within an organization
- Initiate, track and resolve activity in SharePoint 2016 through the use of a workflow

Module 13: Site Collection Administrator Settings

After completing this module, students will be able to:

- Discuss basic terminology
- Navigate around SharePoint 2016
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- Document libraries and lists
- Manage navigation
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- Use other tools and settings in SharePoint 2016
- Automate business processes within an organization
- Initiate, track and resolve activity in SharePoint 2016 through the use of a workflow

Defining SharePoint Governance
Defining SharePoint Governance

Working with Information Architecture
Working with Information Architecture

Implementing Site Hierarchies
Implementing Site Hierarchies

Discussing the Execution of Governance
Discussing the Execution of Governance
Document libraries and lists
Connect SharePoint 2016 to Microsoft Office 2016

Module 9: Creating Publishing Sites

This module explains how to use the publishing features of SharePoint 2016 to create rich content pages, as well as the features that limit the types of layouts, images and templates available to users. While some organizations need the document storage and dashboard capabilities SharePoint can offer, others may need a centralized way to distribute informational content to users, who will not otherwise interact with SharePoint in a more robust way.

Why use a publishing site?
Publishing Pages
Enabling Web Content Management
Managing the Structure of Web Content
Navigating a Site Using Managed MetadataLab : Creating a Rich Publishing Site
Create a web content management site for publishing news
Set up and use image renditions for faster image management Lab : Configuring a Publishing Approval Process
Add an approval process to your publishing site Lab : Implementing a Managed Navigation Site
Set up and use the Managed Metadata navigation

More efficiently manage their site collections
Know how permissions work within a site collection
Use the publishing features of SharePoint 2016 to create rich content pages
Use the publishing features that limit the types of layouts, images and templates available to users
Better perform internal talent management
Develop a formal governance plan and committee to maintain quality and consistency in SharePoint
Use other tools and settings in SharePoint 2016

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Set up and use image renditions for faster image management Lab : Configuring a Publishing Approval Process
Add an approval process to your publishing site Lab : Implementing a Managed Navigation Site
Set up and use the Managed Metadata navigation

Know how the tools within SharePoint 2016 are used to manage and how to maintain them

Module 5: Working with Pages and Web Parts

This module explains how to design a company portal using out-of-the-box web parts and themes in SharePoint 2016.

Changing the Appearance of the Portal
Editing a Page
wiki
web part
Working with Web Parts and App Parts
App Parts
Content Search Web Part
Relevant Documents
Content query
Table of Contents
Pictures
Web Part Connections
Filter web parts
Web parts with Targeting Audience Lab : Adding and Configuring Web Parts
Create custom content types for publishing
Create a list template
Create a managed property
Use Content Search Web Part Lab : Connecting Web Parts
Place web parts on a page
Connect web parts on a page to pass values between them Lab : Applying Themes to Your Company Portal
Customize and apply a theme to your portal
Add a logo to your portal

Use the publishing features of SharePoint 2016 to create rich content pages
Use the publishing features that limit the types of layouts, images and templates available to users
Better perform internal talent management
Develop a formal governance plan and committee to maintain quality and consistency in SharePoint
Use other tools and settings in SharePoint 2016

Nadere informatie:
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