SharePoint 2016 Site Collections and Site Owner Administration

Duration: 5 Days Course Code: M55234 Delivery Method: Company Event

Overview:

Learn to administer SharePoint site collections and sites, manage content and governance, and implement consistent collaboration solutions across SharePoint Server, SharePoint Online, and hybrid environments.

This five-day instructor-led course is intended for 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).
This course is designed to complement skills learned in other Microsoft courses, which focus on overall SharePoint 2016 server administration and deployment as well as overall Office 365 management:
- MOC 20339-1, Planning and Administering SharePoint 2016
- MOC 20339-2, Advanced Technologies of SharePoint 2016
- MOC 20347, Enabling and Managing Office 365

Updated August 2026

Company Events

These events can be delivered exclusively for your company at our locations or yours, specifically for your delegates and your needs. The Company Events can be tailored or standard course deliveries.

Target Audience:

This course is intended for those who provide 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.

Objectives:

- **After this course participants should be able to:**
- Manage and administer SharePoint site collections and sites in SharePoint 2016, SharePoint Online, and hybrid environments.
- Configure site navigation and create a consistent user experience across SharePoint sites.
- Create and manage site columns, content types, and reusable SharePoint components.
- Design and implement metadata and taxonomy structures to improve information management.
- Configure document management features, including Content Organizer and content routing.
- Manage permissions, security, and governance settings for SharePoint sites and content.
- Implement templates and best practices to maintain consistency across site collections.
- Support collaboration, content sharing, and information lifecycle management within SharePoint environments

Prerequisites:

- Basic experience working with SharePoint 2016 or SharePoint Online environments.
- Familiarity with SharePoint sites, document libraries, lists, and collaboration features.
- Understanding of site ownership responsibilities, permissions, and content management concepts.
- Experience using Microsoft 365 and web-based collaboration tools is beneficial.(Suggested prerequisite; not explicitly stated in the course document.)

Testing and Certification

None

- No advanced SharePoint administration experience is required, but prior exposure to SharePoint is recommended"

Follow-on-Courses:

- M55215 - SharePoint Online Power User
- M55238 - Sharepoint Online for Administrators
- M-55300AC - Microsoft Teams Super User Courseware (55300AC)
- M-MS102 - Microsoft 365 Administrator (MS-102)
- M-SC900 - Introduction to Microsoft Security, Compliance, and Identity (SC-900)

Content:

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.

Lessons for module 1

- 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 module 1, students will be able to:

- Discuss basic terminology
- Navigate around 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.

Lessons for module 2

- The Structure of SharePoint
- Creating a Site
- What does a site template come with?
- Defining SharePoint Apps
- Customizing Lists and Libraries
- Creating/Managing Lists and Libraries through SharePoint Designer
- Explaining Views on Lists and Libraries
- Creating Views in Lists and Libraries
- Modifying Navigation
- Turning Site Features On/Off
- Reorganizing a Site using Site Content and Structure feature

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

After completing module 5, 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.

Lessons for module 6

- Basic Content Approval
- Versioning
- Check In/Out
- Holds
- Retention Policy
- Document ID
- Content Organizer
- Compliance Policy Center Site Template
- EDiscovery
- Records Center

Lab : Working with Advanced Document Management Features

Lab : Leveraging Records Management to Preserve Data

- Configure a Records Center to house

Lessons for module 9

- Why use a publishing site?
- Publishing Pages
- Enabling Web Content Management
- Managing the Structure of Web Content
- Navigating a Site Using Managed Metadata

Lab : Creating a Rich Publishing Sit

- 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

After completing module 9, students will be able to:

- 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

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.

Lessons for module 10

- My Sites
- Configuring Social Features in SharePoint
- Posts, Tags and Mentions
- Creating a Community Site

Lab : Designing a Social Experience in SharePoint 2016

Lab : Creating a Structured Company Portal

- Create sites as part of a formal site structure
- Create new apps for documents and lists
- Enable versioning and content approval settings on libraries or lists
- Customize views on libraries or lists
- Configure navigation to hide lists and libraries

Lab : Creating a List Using SharePoint Designer (Optional)

After completing module 2, students will be able to:

- Create sites
- Document libraries and lists
- Manage navigation

Module 3: Creating Consistency across Sites

This module explains to site collection administrators how to more efficiently manage their site collections, as well as maintain consistency throughout the site. When setting up a SharePoint site collection, it will often involve repeating a certain number of tasks. Site collection administrators can reduce the effort of duplication by creating reusable objects in a central location by using the tools provided.

Lessons for module 3

- Defining Site Columns
- Defining Content Types
- Implementing a Taxonomy
- Using Templates to Promote Consistency

Lab : Creating Site Columns and Content Types

- Design and implement content types
- Create new site columns
- Create a library or list template (optional)

Lab : Implementing a Taxonomy

- Design and create taxonomy
- Add managed metadata columns

Lab : Configuring the Content Organizer

- Customize default column values on a per-folder basis
- Provision and configure the Content Organizer for automated document routing

After completing module 3, students will be able to:

- Create sites as part of a formal site structure
- Create new apps for documents and lists
- Enable versioning and content approval settings on libraries or lists
- Customize views on libraries or lists
- Configure navigation to hide lists and libraries

Module 4: Managing Content

This module explains how to manage content in SharePoint 2016 sites. Content is the reason that SharePoint sites exist, and it is important to understand how to manage content to ensure that it is available to the right people at the right time.

Lessons for module 4

- Content Types
- Site Columns
- Managed Metadata
- Document Sets

Lab : Configuring Content Types

- Create a content type
- Add a content type to a list
- Configure a content type

Lab : Configuring Managed Metadata

- Configure a managed metadata service application
- Create a managed metadata column

Lab : Configuring Document Sets

- Configure a document set
- Add a document set to a list

After completing module 4, students will be able to:

- Manage content in SharePoint 2016 sites

Module 5: Configuring Search

This module explains how to configure search in SharePoint 2016. Search is the reason that SharePoint sites exist, and it is important to understand how to manage content to ensure that it is available to the right people at the right time.

Lessons for module 5

- Search Scopes
- Search Keywords
- Search Results
- Search Administration

Lab : Configuring Search

- Configure search settings
- Configure search scopes
- Configure search keywords
- Configure search results

After completing module 5, students will be able to:

- Configure search in SharePoint 2016

Module 6: Managing Records and eDiscovery

This module explains how to manage records and eDiscovery in SharePoint 2016. Records management is the reason that SharePoint sites exist, and it is important to understand how to manage content to ensure that it is available to the right people at the right time.

Lessons for module 6

- Records Management
- In-place Records Management
- eDiscovery

Lab : Configuring Records Management

- Configure a file plan
- Configure retention policies
- Configure auditing
- Configure policy tips
- Manage records
- Search for documents requiring a hold
- Configure in-place records on libraries
- Set up and leverage an eDiscovery Center

After completing module 6, students will be able to:

- Leverage document management tools included in SharePoint 2016

Module 7: Workflow

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.

Lessons for module 7

- Alerts
- Out of the Box Workflow
- Activating Workflow Features
- Approval Workflow
- Creating a Workflow in SharePoint Designer

Lab : Creating an Approval Workflow from SharePoint

Lab : Creating a Custom Workflow in SharePoint Designer (Optional)

After completing module 7, students will be able to:

- Automate business processes within an organization
- Initiate, track and resolve activity in SharePoint 2016 through the use of a workflow

Module 8: Office Integration

This module explains how to connect SharePoint 2016 to Microsoft Office 2016. There are many ways such as connecting a SharePoint 2016 document library to Microsoft Outlook, linking an Access database or an Excel spreadsheet to a list in SharePoint 2016, or using Microsoft InfoPath to build SharePoint 2016 lists. The heavy integration of Microsoft Office 2016 is one of the main benefits of using SharePoint 2016.

- Enable content ratings
- Configure RSS feeds
- Manage user profiles

Lab : Creating a Community Site

- Create and configure a community site
- Create and manage discussions
- Recognize users who contribute to the community

After completing module 10, students will be able to:

- Better perform internal talent management

Module 11: Finding Information Using Search

This module explains how to find information quickly and easily. Users can use the Search function within SharePoint 2016 to search across a variety of content sources including documents, people and line of business applications with little to no additional configuration. With a small amount of effort, organizations can create a robust search experience that is in alignment with their business needs.

Lessons for module 11

- Exploring the Search Features in SharePoint
- Configuring Search Settings
- Search Analytics
- Search Visibility

Lab : Configuring an Advanced Search Center

After completing module 11, students will be able to:

- Find information quickly and easily

Module 12: Planning a Company Portal Using SharePoint

This module explains how to develop a formal governance plan and committee to maintain quality and consistency in SharePoint. To do this, it will introduce the concept of governance and highlight best practices. Governance defines policies, procedures and guidelines for how SharePoint will be managed; it outlines the roles, responsibilities and actions required to administer and support the SharePoint environment.

Lessons for module 12

- More efficiently manage their site collections
- Maintain consistency throughout the site

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.

Lessons for module 4

- Explaining Permissions and Security in SharePoint
- Creating SharePoint Groups
- Managing Permissions within SharePoint
- Sharing versus Traditional Security
- Sharing as different permission levels

Lab : Managing Permissions in SharePoint

- View permissions of SharePoint objects
- Add users and groups to SharePoint objects
- Create a new SharePoint managers group with customized permissions
- Stop inheriting permissions between SharePoint objects

After completing module 4, students will be able to:

- Know how permissions work within a site collection
- 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.

Lessons for module 5

- 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

Lessons for module 8

- Outlook
- Calendar
- Contacts
- Excel
- Word
- PowerPoint
- OneDrive for Business
- OneNote
- Access

Lab : Importing and Exporting Excel Data with SharePoint

Lab : Linking Outlook and SharePoint

After completing module 8, students will be able to:

- 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.

- Defining SharePoint Governance
- Working with Information Architecture
- Implementing Site Hierarchies
- Discussing the Execution of Governance

After completing module 12, students will be able to:

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

Module 13: Site Collection Administrator Settings

This module explains how to use other tools and settings in SharePoint 2016. Site collection administrators or site administrators configure these as part of their day-to-day activities.

Lessons for module 13

- Exploring Settings for Site Collection Administrators
- Exploring Settings for Site Administrators
- Site Closure Policies

After completing module 13, students will be able to:

- Use other tools and settings in SharePoint 2016

- Filter web parts
- Web parts with Targeting Audience

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

info@globalknowledge.co.uk

www.globalknowledge.com/en-gb/

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK