

# SharePoint (2016)

## Advanced (Site Owner)

### 2 days



## Pre-requisites

**Before taking this course, you should be familiar with Windows 10 and the Office 2016 suite and/or have equivalent experience.**

## Description

### Do you need to:

- Learn to create and configure SharePoint team site using SharePoint 2016?
- Know the SharePoint 2016 Web parts Categories
- Walk through new apps
- Improve document features
- Understand OOB workflows

## Aim

This course aims to introduce users to understand SharePoint 2016 site owners who are required to create and maintain team sites, lists, libraries, permissions and workflows.

## Learning Outcomes

### At the completion of this course you should have the skills and knowledge to:

- Understand core components of the SharePoint 2016 architecture
- New, deprecated, and removed features in SharePoint 2016
- SharePoint 2016 and online
- Create custom Content Types
- Create lists – Announcements, Blogs, Customised
- Work with forms to extract specific data
- Understand new web parts and Add Web parts to pages
- Meta Data
- Implement workflows

- Set permissions to sites, libraries and/or documents
- Create and edit pages
- Create Wiki pages
- Import and export data to excel

## Topics Covered

### Key topics covered on this course include:

#### Core components of SharePoint 2016

- What's new in SharePoint 2016
- Creating new Team sites
- Creating a Sub site
- Creating site templates
- Meeting workspace
- Creating blog Site
- Site Navigation

#### Promoted links (Tiles)

- Create custom tiles
- Attach icons
- Import the custom tiles to a home page
- Modify custom tiles

#### Document Library

- Large file size
- Durable links
- ODF support
- Special character support

#### Configuring Site settings

- Configure according to the requirement
- Configure site Search
- Meta data for library
- Metadata navigation setting
- Additional meta data
- Configuring look and feel
- Site Content
- Site columns



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- Configuring approvals
- Site activity report
- Site content type
- Integrate office applications with SharePoint 2016

#### Form library

- Creating a form library
- InfoPath designer interface
- Creating a form using a SharePoint list

#### Office integration

- Import an excel spreadsheet
- Outlook Integration
- Connecting outlook
- Access integration
- Using Access to open a list

#### OOB Workflows

- Plan and create a workflow
- Publish, Test and implement
- Other types of workflows

#### Modern Pages and APPS

- New modern pages
- New web parts (text, document link embed video ...)
- Other web parts (Hero, News, Power BI, Yammer, Stream etc....)

#### Managing Site Permissions

- Creating SharePoint groups
- Assigning permission
- Inheriting permissions



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