

MICROSOFT SHAREPOINT 2016 FOR SITE ADMINISTRATORS

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COURSE LENGTH: 1.0 DAYS

SharePoint is a collaboration platform that allows users to share documents, exchange ideas, and work together. This new version of SharePoint includes many features that can help administrators streamline, automate, and facilitate site management tasks.

The SharePoint Site Administrator's course teaches participants key skills including how to create and configure site collections, how to configure top-level sites, configuring site collection metadata, setting up compliance policies and using workflows.

This exciting new course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

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MICROSOFT SHAREPOINT 2016 FOR SITE ADMINISTRATORS COURSE OUTLINE

FOREWORD

SharePoint is a collaboration platform that allows users to share documents, exchange ideas, and work together. This new version of SharePoint includes many features that can help administrators streamline, automate, and facilitate site management tasks. This course is intended to introduce users to, and familiarise users with, these tasks.

OUTCOMES

By the end of this course, users will be comfortable performing the day-to-day tasks of a SharePoint administrator, including:

- ▶ Creating and configuring site collections
- ▶ Access and Navigate the SharePoint Administration Center
- ▶ Configuring top-level sites
- ▶ Adding an RSS Feed to Your Site
- ▶ Configuring site collection metadata
- ▶ setting up archiving and compliance policies
- ▶ Using workflows
- ▶ Configuring search options
- ▶ Creating Search Alerts

MODULES

Lesson 1: Creating and Configuring Site Collections

- ▶ TOPIC A: Create a Site Collection
- ▶ SharePoint Site Hierarchy
- ▶ SharePoint Site Collection Owners vs. Site Collection Administrators
- ▶ SharePoint Site Templates
- ▶ Access and Navigate the SharePoint Administration Center
- ▶ Create a Site Collection
- ▶ Activity 1-1
- ▶ TOPIC B: Set Quotas
- ▶ What are Quotas?
- ▶ Common Quota Considerations and Scenarios
- ▶ Set and Change the Quota
- ▶ Activity 1-2
- ▶ TOPIC C: Configure Audit Options
- ▶ Audit Configuration
- ▶ Auditing Options
- ▶ Activity 1-3
- ▶ TOPIC D: Back Up a Site Collection
- ▶ Backup Options
- ▶ Summary
- ▶ Review Questions

Lesson 2: Configuring Top-Level Sites

- ▶ TOPIC A: Managing Features and Apps
- ▶ Activate Site Features
- ▶ Manage Apps
- ▶ Activity 2-1
- ▶ TOPIC B: Add an RSS Feed to Your Site
- ▶ What are RSS Feeds?
- ▶ Add an RSS Viewer Web Part
- ▶ Activity 2-2
- ▶ TOPIC C: Create and Configure Document Sets
- ▶ What are Document Sets?
- ▶ Enable Document Sets
- ▶ Configure Document Set Features
- ▶ Create Document Sets
- ▶ Use Document Sets
- ▶ Activity 2-3
- ▶ Summary
- ▶ Review Questions

Lesson 3: Configuring Site Collection Metadata

- ▶ TOPIC A: Create a New Content Type
- ▶ What is Metadata?
- ▶ What are Content Types?
- ▶ Create Custom Content Types
- ▶ Add a Custom Content Type to a List or Library
- ▶ Activity 3-1
- ▶ TOPIC B: Add Columns to Content Types
- ▶ What are Site Columns?
- ▶ Add Columns to Content Types
- ▶ Activity 3-2
- ▶ Summary
- ▶ Review Questions

Lesson 4: Archiving and Compliance

- ▶ TOPIC A: Configure Site Policies
- ▶ What are SharePoint Site Policies?
- ▶ Guidelines for Site Policies
- ▶ Configure Site Policies
- ▶ Activity 4-1
- ▶ TOPIC B: Configure In-Place Records Management
- ▶ Records and Records Management
- ▶ Records Management in SharePoint
- ▶ Enable In-Place Records Management
- ▶ Site Collection Record Declaration Settings
- ▶ Library Record Declaration Settings
- ▶ The SharePoint Records Center
- ▶ Activity 4-2
- ▶ TOPIC C: Configure Information Management Policies
- ▶ Configure an Information Management Policy
- ▶ Configure Retention Stages
- ▶ Apply an Information Management Policy
- ▶ Activity 4-3
- ▶ TOPIC D: Configure and Use the Content Organizer
- ▶ What is the Content Organizer?
- ▶ Configure the Content Organizer
- ▶ Configure Content Organizer Rules
- ▶ Use the Content Organizer
- ▶ Activity 4-4
- ▶ Summary
- ▶ Review Questions

Lesson 5: Creating Workflows

- ▶ TOPIC A: Understanding Workflows
- ▶ What are SharePoint Workflows? Components of a Workflow
- ▶ Plan a Workflow
- ▶ Enable Workflow Functionality
- ▶ SharePoint 2016 Workflow Development Tools
- ▶ Activity 5-1
- ▶ TOPIC B: Create and Run a Workflow
- ▶ Create a Workflow
- ▶ Run a Workflow
- ▶ Activity 5-2
- ▶ Summary
- ▶ Review Questions

Lesson 6: Implementing and Configuring Search

- ▶ TOPIC A: Configure Search Options
 - ▶ Enable or Disable Search for SharePoint Lists and Libraries
 - ▶ Configure Site Search Options
 - ▶ What is the SharePoint Search Center?
 - ▶ Activity 6-1
 - ▶ TOPIC B: Create Search Alerts
 - ▶ Configure Search Alerts
 - ▶ Activity 6-2
 - ▶ Summary
 - ▶ Review Questions
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WEB LINKS

- ▶ [View this course online](#)
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