MICROSOFT SHAREPOINT 2016 FOR SITE OWNERS

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COURSE LENGTH: 1.0 DAYS

SharePoint is a collaboration platform that allows multiple users to share documents, exchange ideas, and work together. This new version of SharePoint includes hybrid cloud search, the app launcher, new collaboration experiences, user interface changes, and more.

A site owner creates, manages and curates information, documents, spreadsheets, etc on behalf of the organisation, so this SharePoint 2016 Site Owners course teaches participants key skills like how to design and create a site, how to configure a document library, creating a blog and configuring site administration, navigation and security settings.

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

Contact us today for a group quote.

MICROSOFT SHAREPOINT 2016 FOR SITE OWNERS COURSE OUTLINE

FOREWORD

This course is intended to help users experienced with using SharePoint as a basic user understand how to create sites and manage them. We will cover the changes that have been made to the user interface, show users how to create new sites, libraries, lists, as well as change site settings and manage site options.

OUTCOMES

By the end of this course, users should be comfortable with:
- Creating new sites in SharePoint, adding and configuring libraries
- Configuring Document Library for a Team Site
- Configure the Site Assets Library for a Site
- Adding and configuring lists
- Configuring site settings, assigning permissions and access rights
- Working with advanced site options
- Configuring Site Admin and Navigation Settings

MODULES

Lesson 1: Creating a New Site
- Create a Site
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- Design Your SharePoint Site

Lesson 2: Adding and Configuring Libraries
- Configure a Document Library for a Team Site
- Configure the Site Assets Library for a Site
- Add a Wiki to your Site

Lesson 3: Adding and Configuring Lists
- Add an Announcement List
- Add a Task List
- Add Contact and Calendar Lists
- Add a Blog
- Add a Custom List

Lesson 4: Configuring Site Settings
- Configure Site Search Options
- Configure Site Administration Settings
- Configure Site Navigation Settings

Lesson 5: Assigning Permissions and Access Rights
- Configure Site Permissions and Security Options

Lesson :

WEB LINKS

- ➢ [View this course online](#)
- ➢ [In-house Training Instant Quote](#)