

(55200A) – SharePoint 2016 Power User Training

OBJECTIVE

This SharePoint 2016 Power User training class is designed for individuals who need to learn the fundamentals of managing SharePoint sites.

COURSE TOPICS

Module 1: Content Approval

- Enabling Content Approval
- Content Approval Workflows

Module 2: Creating Custom Workflows with SharePoint Designer 2013

- Workflow Basics
- Custom List Workflows
- Workflow Actions
- Workflow Conditions
- Workflow Initiation Form
- Resusable Workflows

Module 3: Working with Managed Metadata

- Creating a Term Store Group and Term Set
- Creating Metadata Columns in Lists and Libraries
- Publishing Content Types

Module 4: Business Connectivity Services

- Business Connectivity Service Basics
- Creating an External Content Type iwth SharePoint Designer
- Creating a List from an External Content Type

Module 5: Information Management Policy

- Information Management Policy Basics
- Defining Information Policy for a Content Type
- Defining Information Policy for a List

Module 6: Content Organizer

- Activating the Content Organizer Feature
- Configuring Content Organizer Settings
- Confiugring conetnt Organizer Rules

Module 7: Document ID Service

- Activating the Document ID Feature
- Configuring Document ID Settings
- Linking Documents Using Their Document ID

Module 8: Document Sets

- Activating the Document Sets Feature
- Creating a Document Set Content Type
- Adding a Document Set Content Type of a Library

Module 9: SharePoint Server Publishing Infrastructure

- Activating the SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Creating Pages with Page Layouts

Module 10: Configuring and Consuming Site Search Results

- Search SharePoint for Content
- SharePoint Search Center

PREREQUISITES

Before attending this course, students must have:

- Basic computer knowledge

TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

COURSE DURATION

16 Hours (in 2 days)

Time: 9:00am to 6:00pm

Lunch Time: 1:00pm to 2:00pm

CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course