

## Course duration

- 2 days

## Course Benefits

- Navigate a SharePoint 2016 site as an administrator.
- Use pages, web parts, site content types, and other tools to add content with ease.
- Harness the power of SharePoint's seamless integration with Excel and Outlook.
- Manage permissions and control access to keep your SharePoint sites secure.

### Available Delivery Methods

#### **Public Class**

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

#### **Private Class**

Private classes are delivered for groups at your offices or a location of your choice.

### Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

## Course Outline

1. Working with Sites
  1. Site Templates
  2. Creating Sites
  3. Creating a Team Site
  4. Site Navigation
  5. Managing Site Navigation
  6. Exercise: Creating Team Sites
  7. Exercise: Creating a Meeting Workspace
  8. Exercise: Creating a Blog Site
2. Page Content

1. Wiki Library Pages
2. Editing the Team Site Home Page
3. Web Part Pages
4. Creating a Web Part Page
5. Working with Web Parts
6. Adding Web Parts to Pages
7. Exercise: Working with Wiki Pages
8. Exercise: Working with Web Part Pages and Web Parts
3. Forms Library
  1. Creating a Forms Library
  2. Creating InfoPath Forms
  3. Create a Form with Microsoft InfoPath Designer
  4. Publishing InfoPath Forms to SharePoint
  5. Publish Custom InfoPath Form
  6. Exercise: Creating and Publishing InfoPath Forms
4. Site Columns and Content Types
  1. Site Column Gallery
  2. Explore the Site Column Gallery
  3. Creating Site Columns
  4. Create a Custom Site Column
  5. Add a Site Column to a List
  6. Site Content Type Gallery
  7. Explore the Site Content Types Gallery
  8. Creating Content Types
  9. How to Create and Use Content Types
  10. Exercise: Creating and Working with Content Types
  11. Exercise: Adding a Content Type to a Library
5. Managing SharePoint Site Permissions
  1. SharePoint Groups
  2. Assigning Permissions
  3. Permission Levels
  4. Permissions Inheritance
  5. Exercise: Working with SharePoint Permissions
6. Participating in User Communities
  1. Configure User Profiles and My Sites
  2. Newsfeeds
  3. People Newsfeeds
  4. Documents Newsfeed
  5. Sites Newsfeed
  6. Tags Newsfeed
  7. Managing Personal Sites
  8. Exercise: Managing and Viewing Personal Information and Content

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

### Prerequisite Courses

Courses that can help you meet these prerequisites:

- [Introduction to SharePoint 2016](#)