

55217 : SharePoint 2016 Power User

Course Outline

Module 1: Introduction to SharePoint 2016

- **Overview:** This module provides an overview of SharePoint 2016 and its capabilities for content management, web page creation, workflow automation, and business intelligence.
- **Key Users:** Discuss the different user roles in SharePoint, from site visitors to site collection administrators.
- **Lessons:**
 - Overview of SharePoint 2016
 - SharePoint Versions
 - Roles and Responsibilities
 - Web Content Management
 - Social Computing
 - Workflows
- **Lab:** Navigate through SharePoint, upload documents, and add items to a list.
- **Outcomes:** Participants will be able to navigate SharePoint, describe its key features, and understand the different user roles.

Module 2: Creating Sites

- **Overview:** Discuss site hierarchy and planning considerations for effective site structure.
- **Key Topics:** Explore various site templates, navigation bar configuration, and applying custom themes.
- **Lessons:**
 - Site Topology
 - Creating and Deleting Sites
- **Lab:** Create and delete sites within SharePoint.
- **Outcomes:** Participants will understand site collections and use various site templates effectively.

Module 3: Creating and Managing Web Pages

- **Overview:** Learn how to build web pages using text, links, images, and web parts for dynamic content.
- **Lessons:**
 - Wiki and Publishing Pages
 - Adding Rich Content
 - Web Page Approval
- **Lab:** Create and update web pages, incorporating rich media.
- **Outcomes:** Participants will manage web page content and utilize publishing features effectively.

Module 4: Defining Business Information & Retention

- **Overview:** Establish file templates, automate processes, and manage business data.
- **Lessons:**

- Content Types
- Records Management
- **Lab:** Set up managed metadata and create site content types to ensure consistency.
- **Outcomes:** Participants will configure content types and manage records in SharePoint.

Module 5: Adding and Configuring Apps

- **Overview:** Learn to use apps for information storage and management within SharePoint.
- **Lessons:**
 - List & Library Apps
 - Document Libraries
 - Integrating with Office 2016
- **Lab:** Work with list and library apps to store and manage information.
- **Outcomes:** Participants will create and customize apps to meet business needs.

Module 6: Building Processes with Workflows

- **Overview:** Organize tasks and automate processes using workflows.
- **Lessons:**
 - Creating Workflows
 - Workflow Scenarios
- **Lab:** Create and run workflows to streamline operations.
- **Outcomes:** Participants will use workflows for approvals and feedback effectively.

Module 7: Customizing Security

- **Overview:** Manage site security and user permissions to safeguard information.
- **Lessons:**
 - Creating Permission Levels
 - Inheriting Security
- **Lab:** Configure site security settings based on organizational needs.
- **Outcomes:** Participants will understand and manage user access to sites and content.

Module 8: Communicating with Social Tools

- **Overview:** Utilize SharePoint's social features to enhance collaboration among users.
- **Lessons:**
 - Community Sites
 - Newsfeeds
- **Lab:** Engage with social tools to improve communication and sharing.
- **Outcomes:** Participants will create and configure social tools for better collaboration.

Module 9: Working with Search

- **Overview:** Learn how to effectively locate information within SharePoint using search features.
- **Lessons:**

- Search Features
 - People Search
- **Lab:** Use search functionality to find content quickly.
- **Outcomes:** Participants will describe search capabilities and utilize them to find information efficiently.

Module 10: Building Business Scenarios

- **Overview:** Apply the concepts learned in previous modules to create a SharePoint site tailored to business needs.
- **Labs:**
 - Project Expense Claims
 - Course Creation Process
- **Outcomes:** Participants will demonstrate their ability to solve business requirements using SharePoint components.

SpireTec Solutions