



55200 - SharePoint 2016 Power User Training

Course ID #: 7000-262-ZZ-Z

Hours: 14

Course Content

Course Description:

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

At Course Completion:

After completing this course, student will be able to:

- Create custom workflows using SharePoint Designer 2016.
- Learn to use Content Approval settings and Workflow.
- Learn to use Term stores and managed Metadata.
- Learn to use the Document ID Service.
- Learn SharePoint Server Publishing Infrastructure.
- Learn to create and use Document Sets.
- Learn to route documents with Content Organizer.
- Learn to use Metadata Navigation.
- Learn to create external content types with Business Connectivity Services.
- Learn to use Information Management Policies.

Prerequisites:

Basic computer knowledge.

Target Student:

This course is intended for new and existing users of SharePoint.

Topics:

Module 1: Content Approval

- Enabling Content Approval
- Content Approval Workflows
- Lab 1: Content Approval
- Enabling and Using SharePoint Content Approval
- Enabling and Using SharePoint Approval Workflow
- After completing this module, students will be able to:
- Enable content approval.
- Set the visibility of items that have not been approved.
- Approve items.

- Enable out-of-box workflows.
- Assign out-of-box approval workflow for a list/library item.
- Approve and item using a task created by the out-of-box approval workflow.

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



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- 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 with 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
- Configuring Content Organizer Rules
- Create the Content 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
- Add custom columns to an inherited Document Set.
- Modify the Welcome Page of a Document Set.
- Add Document Sets to a library.

Module 9: SharePoint Server Publishing Infrastructure

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

- Activate the site collection's SharePoint Server Publishing Infrastructure feature.
- Activate the site's SharePoint Server Publishing Infrastructure feature.
- Understand how the SharePoint Publishing Infrastructure works.
- Create a page using publishing layouts.
- Change the layout of a page.

Module 10: Configuring and Consuming Site

- Search SharePoint for Content
- SharePoint Search Center