Microsoft SharePoint Server 365/2016/2019 For The Site Owner/Power User

Description

This course is a two day class designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators. You should take this course if you need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint sites. This course covers SharePoint 2016 and SharePoint 2019.

Key Microsoft SharePoint Server for the Site Owner/Power User Takeaways:

After completing this course, you will be able to:

- Manage on-premises SharePoint 2016/2019
- Manage Sites and Site Collections
- Add users and groups and manage site, list, folder and item security
- Work with both classic and Modern UI pages
- Add and configure classic and Modern UI web parts
- Configure site options including theme, title, description and icon
- Configure site navigation
- View site activity reports
- Customize lists and libraries
- Configure Check out/in, Content Approval and Versioning
- Create and modify pages and web part pages

Outline

Module 1: The Role of the Site Owner

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology and the role of the Site Owner.

Lessons

- The Role of the Site Owner
- Work Areas for Site Owners
- Browser Support
- Resources

After completing this module, students will be able to:

- Identify who can do what in SharePoint administration.
- **Identify which version of SharePoint the have. (2016/2019)**
- Navigate to site collection, site, page and list administration pages typically used to administer SharePoint sites.

Module 2: The SharePoint User Interface

This module covers the overall design of SharePoint pages, lists and libraries and what has changed between versions..

Lessons

- **Which UI should I use?**
- **The Class UI vs the Modern UI**

After completing this module, students will be able to:

- **Identify the user interface used by a page or site.**
- **Know which features are unique to each UI.**

Module 3: Users, Groups and Permissions

This module covers the management of SharePoint user and content security at the site, list, library, folder and item levels.

Lessons

- SharePoint Security
- **Modern Team Site Security**

- Users and Groups

- Permission Levels

- Inheritance

- Adding and Removing Users

- Creating SharePoint Groups

- Creating Custom Permission Levels

- List and Library Permissions

- Checking Permissions

- SharePoint Security Best Practices

Lab: Users, Groups and Permissions

- Quiz!

- Add new users to a site

- Create a permission level for "Add, Edit, but not Delete"

- Create a new group for the site

- Create a new group for granular permissions

- Create a sub-site with unique permissions

- Set unique permissions on a library and a folder

After completing this module, students will be able to:

- Manage SharePoint security using best practices.

- Add new users and groups to SharePoint.

- Create custom permission level.

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Module 4: Managing Sites and Pages

This module explores the creation and configuration of subsites and pages.

Lessons

- Creating Subsites

- Deleting Subsites

- Changing the Look and Feel

- Site Navigation

- Save Site as Template

- Search Visibility for the Site
- Creating Pages
- Classic UI vs. Modern UI Pages
- Working with Web Parts

Lab: Managing Sites and Pages

- Quiz!
- Create a subsite and add lists and libraries
- Customize the home page of the site
- Add a web part to the home page

After completing this module, students will be able to:

- Describe the use of subsites and pages.
- Create, configure and delete subsites.
- Create, configure and delete pages.
- Configure site navigation.
- Save a Team Site as a reusable site template.
- Add and configure web parts.

Module 5: Working with Lists and Libraries

This module explains how to create and configure out of the box and custom lists and libraries. It covers how to configure and work with features such as Content Approval, Versioning and Views.

Lessons

- Lists and Libraries
- The Classic UI vs. the Modern UI List Experience
- Creating Lists and Libraries
- Deleting Lists and Libraries
- List Settings
- Content Approval
- Folders
- Search Visibility
- List and Library Versioning Options
- Checking Documents Out and In
- Adding and Configuring Columns

- Column and Item Validation
- Creating Lists by Importing Excel Files
- Creating and Modifying Classic and Modern UI Views

Lab: Working with Lists and Libraries

- Quiz!
- Add Columns to an Existing List
- Add an Alert
- Configure Content Approval
- Configure Versioning
- Create a List from an Excel File
- Add Custom Views to a List

After completing this module, students will be able to:

- Describe the key features of SharePoint Lists and Libraries.
- Create and customize Classic and Modern UI lists and libraries.
- Configure Content Approval, Versioning, Required Check Out and other list and library features.
- Create and use list and library views.

Module 6: Monitoring Site Activity

This module explores the Site Activity reports available to Site Owners and Site Collection Administrators.

Lessons

- SharePoint Reporting
- Storage Metrics
- Popularity Trends
- Modern UI: Site Usage Page
- Search Reports
- Additional Office 365 Reporting

After completing this module, students will be able to:

- Describe the out of the box reports available to Site Owners and Site Collection Administrators.
- Create and save activity reports.

Module 7: SharePoint Apps and Add-ins (Optional)

This module explores SharePoint Apps and Add-ins.

Lessons

- What is an App?

- What is an Add-in?

- Working with Add-ins

- Adding Add-ins

- The SharePoint Store

- The App Catalog

Lab: SharePoint Add-ins

- Instructor led demo of working with Add-ins.

After completing this module, students will be able to:

- Understand the differences between SharePoint Apps and SharePoint Add-ins.

- Add and configure SharePoint Add-ins.

Module 8: Site and Site Collection Features (Optional)

This module covers the use of SharePoint Features to add and remove functionality for sites and site collections.

Lessons

- SharePoint Features

- Features for Site Owners

- Features for Site Collection Administrators

Lab: Site and Site Collection Features

- Quiz!

- Add a Feature to Your Site

After completing this module, students will be able to:

- Describe the use and scopes of SharePoint Features.

- Activate and Deactivate Features for Sites and Site Collections.

PreRequisites

Before attending this course, students must have:

- Have strong SharePoint end user skills or have attended course "55193: Introduction to SharePoint for Collaboration and Document Management" or similar.

- Good Microsoft Office skills, including Word, Excel, PowerPoint and Outlook.

Audience

- SharePoint Site Owners

- SharePoint Power Users

- SharePoint Site Collection Administrators

- SharePoint Administrators and Developers