

## SharePoint 2016 for Site Owners

**Length:** 1 Day

**Summary:** Microsoft® SharePoint® 2016 is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

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### COURSE CONTENT

#### **Creating and Configuring a New Site**

- Create a New Site
- Configure the Look and Feel of Your Site

#### **Adding and Configuring Libraries**

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

#### **Adding and Configuring Lists**

- Add and Configure an Announcements List
- Add and Configure a Task List
- Create and Configure Calendars

- Integrate Contacts and Calendars with Outlook

#### **Creating Custom Lists and Forms**

- Create and Configure Custom Lists
- Create Custom List Forms

#### **Assigning Permissions and Access Rights**

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

#### **Extending SharePoint Functionality with Web Parts**

- Add and Configure Included Web Parts
- Add and Configure External Web Parts