

MSP3-3 - MOC 55197 - MICROSOFT SHAREPOINT SERVER 2016 FOR THE SITE OWNER AND POWER USER

Categoria: **SharePoint 2016**

INFORMAZIONI SUL CORSO



Durata:
2 Giorni



Categoria:
SharePoint 2016



Qualifica Istruttore:
Microsoft Certified
Trainer



Dedicato a:
Utente Esperto



Produttore:
Microsoft

OBIETTIVI

- Gestire siti e raccolte di siti
- Aggiungere utenti e gruppi e gestire siti, liste, cartelle e sicurezza degli item
- Aggiungere e configurare web part
- Configurare le opzioni del sito: tema, titolo, descrizione ed icona
- Configurare la navigazione del sito
- Visualizzare i report sulle attività di un sito
- Personalizzare liste e librerie
- Configurare Check out/in, le procedure di approvazione dei contenuti e il versioning
- Creare e modificare pagine e pagine web part

PREREQUISITI

Consolidate competenze da utente finale su SharePoint 2010-2016.
Buone capacità di utilizzo di Microsoft Office: Word, Excel, PowerPoint e Outlook.

CONTENUTI

Module 1: The Role of the Site Owner

- 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.

Navigate to site collection, site, page and list administration pages typically used to administer SharePoint sites.

Module 2: Users, Groups and Permissions

- SharePoint 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 subsite 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.

Module 3: Site and Site Collection Features

- 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.

Module 4: Managing Sites and Pages

- Creating Subsites
- Deleting Subsites
- Changing the Look and Feel
- Site Navigation
- Save Site as Template
- Search Visibility for the Site
- Creating 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 part

Module 5: Working with Lists and Libraries

Creating Lists and Libraries
Deleting Lists and Libraries
List Settings
Viewing Files using Office Online Server
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 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 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

SharePoint Reporting
Storage Metrics
Popularity Trends
Search Reports

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)

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.

INFO

Manuale: Materiale didattico ufficiale Microsoft in formato digitale

Prezzo manuale: 130 € incluso nel prezzo del corso a Calendario

Natura del corso: Operativo (previsti lab su PC)