

# MSP3-8 - MOC 55234 - SHAREPOINT 2016 SITE COLLECTIONS AND SITE OWNER ADMINISTRATION

Categoria: **SharePoint 2016**

## INFORMAZIONI SUL CORSO



**Durata:**  
5 Giorni



**Categoria:**  
SharePoint 2016



**Qualifica Istruttore:**  
Microsoft Certified  
Trainer



**Dedicato a:**  
Professionista IT



**Produttore:**  
Microsoft

## OBIETTIVI

Progettare e implementare una struttura del portale aziendale usando oggetti SharePoint 2016: siti, librerie, elenchi e pagine

Spiegare il ruolo della protezione e delle autorizzazioni in SharePoint 2016

Implementare le linee guida per la coerenza nella creazione di un portale aziendale per aiutare nella gestione quotidiana dei contenuti in SharePoint 2016

Migliorare il design e il contenuto di un portale aziendale utilizzando le pagine e le web parts di SharePoint 2016

Spiegare l'importanza della governance per la pianificazione e la gestione della crescita futura dell'implementazione SharePoint 2016

Identificare le opzioni per integrare i dati da altri sistemi come Microsoft Office e conservare i dati esistenti

Spiegare il ruolo dei social network in SharePoint 2016 e il loro impatto sulla collaborazione

## PREREQUISITI

Conoscenza di un sistema operativo client Windows - Windows XP, Windows 7, Windows 8 o Windows 10

Conoscenza di Microsoft Office 2007, Office 2010, Office 2013 o Office 2016

Conoscenza di Microsoft Internet Explorer 7 o versione successiva o un browser web simile

Familiarità con le versioni precedenti di SharePoint, preferibile ma non necessaria.

## CONTENUTI

### **Module 1: Getting Started with SharePoint 2016**

Exploring SharePoint 2016 Site Collection and Site Administrator Roles

Defining SharePoint Terminology

Navigating a SharePoint Site

Interacting with the Ribbon

Creating and Editing Basic Content

What is Metadata?

Versions of SharePoint

Standard

Enterprise

O365

## **Module 2: Building a Site Collection with Apps**

The Structure of SharePoint

Creating a Site

What does a site template come with?

Defining SharePoint Apps

Customizing Lists and Libraries

Creating/Managing Lists and Libraries through SharePoint Designer

Explaining Views on Lists and Libraries

Creating Views in Lists and Libraries

Modifying Navigation

Turning Site Features On/Off

Reorganizing a Site using Site Content and Structure feature

### **Lab : Creating a Structured Company Portal**

Create sites as part of a formal site structure

Create new apps for documents and lists

Enable versioning and content approval settings on libraries or lists

Customize views on libraries or lists

Configure navigation to hide lists and libraries

### **Lab : Creating a List Using SharePoint Designer (Optional)**

## **Module 3: Creating Consistency across Sites**

Defining Site Columns

Defining Content Types

Implementing a Taxonomy

Using Templates to Promote Consistency

### **Lab : Creating Site Columns and Content Types**

Design and implement content types

Create new site columns

Create a library or list template (optional)

### **Lab : Implementing a Taxonomy**

Design and create taxonomy

Add managed metadata columns

### **Lab : Configuring the Content Organizer**

Customize default column values on a per-folder basis

Provision and configure the Content Organizer for automated document routing

## **Module 4: SharePoint Permissions**

Explaining Permissions and Security in SharePoint

Creating SharePoint Groups

Managing Permissions within SharePoint

Sharing versus Traditional Security

Sharing as different permission levels

### **Lab : Managing Permissions in SharePoint**

View permissions of SharePoint objects

Add users and groups to SharePoint objects

Create a new SharePoint managers group with customized permissions

Stop inheriting permissions between SharePoint objects

## **Module 5: Working with Pages and Web Parts**

Changing the Appearance of the Portal

Editing a Page

wiki

web part

Working with Web Parts and App Parts

App Parts

Content Search Web Part

Relevant Documents

Content query

Table of Contents

Pictures

Web Part Connections

Filter web parts

Web parts with Targeting Audience

### **Lab : Adding and Configuring Web Parts**

Create custom content types for publishing

Create a list template

Create a managed property

Use Content Search Web Part

### **Lab : Connecting Web Parts**

Place web parts on a page

Connect web parts on a page to pass values between them

### **Lab : Applying Themes to Your Company Portal**

Customize and apply a theme to your portal

Add a logo to your portal

## **Module 6: Document and Records Management**

Basic Content Approval

Versioning

Check In/Out

Holds

Retention Policy

Document ID

Content Organizer

Compliance Policy Center Site Template

EDiscovery

Records Center

### **Lab : Working with Advanced Document Management Features**

#### **Lab : Leveraging Records Management to Preserve Data**

Configure a Records Center to house documents requiring a hold

Configure in-place records on libraries

Set up and leverage an eDiscovery Center

## **Module 7: Workflow**

Alerts

Out of the Box Workflow

Activating Workflow Features  
Approval Workflow  
Creating a Workflow in SharePoint Designer

**Lab : Creating an Approval Workflow from SharePoint**

**Lab : Creating a Custom Workflow in SharePoint Designer (Optional)**

**Module 8: Office Integration**

Outlook  
Calendar  
Contacts  
Excel  
Word  
PowerPoint  
OneDrive for Business  
OneNote  
Access

**Lab : Importing and Exporting Excel Data with SharePoint**

**Lab : Linking Outlook and SharePoint**

**Module 9: Creating Publishing Sites**

Why use a publishing site?  
Publishing Pages  
Enabling Web Content Management  
Managing the Structure of Web Content  
Navigating a Site Using Managed Metadata

**Lab : Creating a Rich Publishing Site**

Create a web content management site for publishing news  
Set up and use image renditions for faster image management

**Lab : Configuring a Publishing Approval Process**

Add an approval process to your publishing site

**Lab : Implementing a Managed Navigation Site**

Set up and use the Managed Metadata navigation

**Module 10: Bridging the Social Gap**

My Sites  
Configuring Social Features in SharePoint  
Posts, Tags and Mentions  
Creating a Community Site

**Lab : Designing a Social Experience in SharePoint 2016**

Enable content ratings  
Configure RSS feeds  
Manage user profiles

**Lab : Creating a Community Site**

Create and configure a community site

Create and manage discussions  
Recognize users who contribute to the community

### **Module 11: Finding Information Using Search**

Exploring the Search Features in SharePoint  
Configuring Search Settings  
Search Analytics  
Search Visibility

#### **Lab : Configuring an Advanced Search Center**

### **Module 12: Planning a Company Portal Using SharePoint**

Defining SharePoint Governance  
Working with Information Architecture  
Implementing Site Hierarchies  
Discussing the Execution of Governance

### **Module 13: Site Collection Administrator Settings**

Exploring Settings for Site Collection Administrators  
Exploring Settings for Site Administrators  
Site Closure Policies

## INFO

**Materiale didattico:** Materiale didattico ufficiale Microsoft in formato digitale

**Costo materiale didattico:** 310 € incluso nel prezzo del corso a Calendario

**Natura del corso:** Operativo (previsti lab su PC)