

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)