Microsoft SharePoint 2016: Site Owner

Course Details

Course Outline

1. **Creating and Configuring a New Site**
   - Create a New Site
   - Configure the Look and Feel of Your Site

2. **Adding and Configuring Libraries**
   - Configure a Document Library
   - Configure Document Versioning and Check Out
   - Configure a Content Approval Process

3. **Adding and Configuring Lists**
   - Add and Configure an Announcements List
   - Add and Configure a Tasks List
   - Create, Configure, and Integrate Contacts and Calendars

4. **Creating Custom Lists and Forms**
   - Create and Configure Custom Lists
   - Create Custom List Forms

5. **Assigning Permissions and Access Rights**
   - Share Sites and Set Site Permissions
   - Secure Lists, Libraries, and Documents

6. **Extending SharePoint Functionality with Web Parts**
   - Add and Configure Included Web Parts
   - Add and Configure External Web Parts