

# 55197: Microsoft SharePoint Server 2016 for the Site Owner/Power User

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## Course Details

### Course Outline

#### 1. The Role of the Site Owner

- The Role of the Site Owner
- Work Areas for Site Owners
- Browser Support
- Resources

#### 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

#### 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

#### **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

#### **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

## **6. Monitoring Site Activity**

- SharePoint Reporting
- Storage Metrics
- Popularity Trends
- Search Reports

## **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.