



Microsoft SharePoint Server 2013-2016 Introduction for the Site Owner

Course ISI-1338C 1 Day Instructor-led, Hands-on

Course Description

This course is designed for existing Microsoft SharePoint site owners who will create and manage a SharePoint site.

Microsoft SharePoint is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint Team Site so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files; collaborate on documents, and access information they need to work with their colleagues more effectively.

Course Objectives

Upon successful completion of this course, existing SharePoint site users will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. They will:

- Create and configure new SharePoint sites.
- Add document, asset, and wiki page libraries to sites and configure them.
- Add and configure announcement, task, calendar, contacts, and custom lists.
- Create and implement custom forms.
- Configures Site Settings, site search, and site navigation.
- Assign permissions and access rights to sites, users, and lists and documents.
- Configure content roll-up, and finalize site configuration

Prerequisites

To ensure your success in your course you should have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2010, 2013 or 2016 suite components, plus basic competence with Internet browsing. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

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- Microsoft Windows Level 1
- Any or all of the courses in the Microsoft Office 2010, 2013 or 2016 curriculum.

Course Materials

The student kit includes a comprehensive workbook and other required materials for this class.

Course Content

Module 1: Introducing SharePoint Server

- Describe SharePoint Server
- Describe SharePoint Server Interface Elements

Module 2: Creating a Team Site

- Setting initial permissions
- Setting a site theme

Module 3: Working with Document Libraries

- Creating a document library
- Setting check-out and check-in
- Setting versioning
- Testing the document library
- Setting the folder structure

Module 4: Setting Up Content Lists

- Setting up contact lists
- Sharing information with Excel
- Setting up a task list
- Setting up a tracking list

Module 5: Setting Up Custom Lists

- Exploring and creating site columns
- Changing the column lineup in lists
- Creating a custom list in SharePoint
- Creating a custom list from Excel

Module 6: Setting Up Permission Groups

- Setting up custom permission groups
- Adding members to groups
- Giving groups permissions on a site

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Module 7: Setting Up Communication Pieces

- Creating discussion boards
- Creating Wikis

Module 8: Working with Views

- Changing default views
- Creating public views

Module 9: Setting Up Templates

- Creating site templates
- Using site templates
- Creating list templates
- Using list templates

Module 10: Customizing Site Navigation

- Customizing the quick launch
- Customizing the top link bar