



Education and Support for SharePoint, Office 365 and Azure  
[www.combined-knowledge.com](http://www.combined-knowledge.com)

## COURSE OUTLINE

# SHAREPOINT 2016 POWER USER

Course Duration: 4 Days

## Overview

This course delivers the complete site owner story from start to finish in an engaging and practical way to ensure you have the confidence to plan and create new sites or manage your existing sites. Your goal is to learn how to make SharePoint relevant to your team by using a sites functionality to help you share information and collaborate with your colleagues. During the class you will also learn best practices and 'what not to do' as you watch live, interactive demonstrations and put theory into practise with hands on exercises.

# Module List

Module 1	An Introduction to SharePoint 2016
Module 2	Creating Sites
Module 3	Creating and Managing Web Pages
Module 4	Defining Business Information and Retention
Module 5	Adding and Configuring Apps
Module 6	Building Processes with Workflow
Module 7	Customising Security
Module 8	Communicating with Social Tools
Module 9	Working with Search
Module 10	Building Business Scenarios

## Module 1: An Introduction to SharePoint 2016

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Let's get started with SharePoint 2016 by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint 2016 to manage and share content, create engaging web page, automate business processes and make good business decisions with Business intelligence.

We will also discuss who will be the typical users in our sites and the role of the site collection administrator. Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner we're sure that you will be amazed with the potential that SharePoint 2016 has to offer an end user.

## Topics Covered

An Overview of SharePoint 2016	SharePoint Versions
Central Repository for Information	Roles in SharePoint
Web Content Management	Site Visitors
Team Collaboration	Site Members
Search	Site Owners
Social Computing	Site Collection Administrator
Workflows	Farm Administrator
Business Intelligence	Security Trimming

## Module 2: Creating Sites

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Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites.

As a site owner you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each sites function and appropriate use. Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your test site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

### Topics Covered

An Introduction to Site Topology

When to Create a Site and Where?

How to Create a New Site

Site Templates

Team Sites

Project Sites

Blog Sites

Community Sites

Publishing Sites

Navigating SharePoint Sites

Applying Custom Themes to a Site

Building the Site Navigation Bar

Deleting Sites

Recovering Deleted Sites

## Module 3: Creating and Managing Web Pages

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SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.

SharePoint can also be used as an Intranet for internal news and information as well as a public facing website. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has Publishing Sites.

## Topics Covered

Introducing Wiki Pages	Introducing the Publishing Site
Adding Wiki Pages	Create and Edit Publishing Pages
Adding Rich Content to Wiki Pages	Using Page Layouts
Promoted Links	Web Page Metadata
Adding and Modifying Web Parts	Site Collection Images
Deleting Wiki Pages	Renditions
	Reusable Content
	Web Page Approval
	Scheduling Pages

## Module 4: Defining Business Information & Retention

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Traditionally teams make use of file templates or manual processes to ensure information is collected and retained correctly. In this module we will help your team establish reusable file templates and automate business processes. An example of this would be removing old unwanted content from your site automatically.

To achieve this you will learn about a variety of SharePoint features including content types, policies and in-place records management.

## Topics Covered

Managed Metadata Service	Information Management Policies
An Introduction to Content Types	The Records Center
Create & Manage Content Types	The Content Organizer
Content Type Settings	Document IDs
Using Content Types in Apps	In Place Records Management
The Content Type Hub	
Deploying Content Types	

## Module 5: Adding and Configuring Apps

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Apps are required to store information such as events, contacts and files in a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customised for a specific business requirement. Apps can be broken down into Lists, Libraries and Market Place Apps.

In SharePoint 2016 lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists, and then reviews popular options.

A document library is a location on a site where you can create, collect, update, and share files including Word, Excel, PowerPoint and PDF. We will show you the benefits of using a library and teach you how best to work with files in a library.

An introduction to on premises and SharePoint Marketplace apps is provided to show how to extend site functionality beyond what Microsoft has provided in the SharePoint 2016 platform.

Finally, this module provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint 2016 and discusses the advantages of each program when combined with SharePoint.

### Topics Covered

[Adding List & Library Apps](#)

[Managing List & Library Settings](#)

[Create and Manage App Columns](#)

[Adding Site Columns](#)

[Create and Manage Public Views](#)

[Working with Document Sets](#)

[Creating App Templates](#)

[On Premises Apps](#)

[SharePoint Marketplace Apps](#)

[Popular List & Library Templates](#)

[Add, Modify, Upload, and Delete Content in Apps](#)

[Sort and Filter Content](#)

[Personal Views](#)

[Using Alerts in Apps](#)

[Office 2016 Integration with SharePoint Apps\\*](#)

### \*Office Integration

[Integration with Microsoft Office](#)

[Co-Authoring](#)

[Outlook 2016](#)

[SharePoint Designer 2013](#)

[InfoPath Designer 2013](#)

[OneDrive for Business](#)

## Module 6: Building Processes with Workflows

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Workflows are a powerful efficiency tool which can be used to organise and track process driven tasks including approval processes. Workflows will be demonstrated using real world examples. You will be given the opportunity to build workflows and review workflow progress. Also covered is an introduction to Microsoft SharePoint Designer 2013 and third party workflow tools.

### Topics Covered

An Introduction to Workflows

Workflow Scenarios

Creating Workflows

Configuring Workflow Settings

Adding Workflows

Removing Workflows

Third Party Workflow Tools

## Module 7: Customising Security

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Security is an important element of any site. You will see instructor-led demonstrations of the best practises for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customise permission levels. This means that you can create levels of access that are aligned with the responsibilities of your sites users. An example of this would be allowing a group of users the ability to upload content but not delete content.

### Topics Covered

An Introduction to Security

Access Requests

Share Sites and Files

Approving Access Requests

Creating Permission Levels

Creating Groups

How Inheriting Security Works

Securing Apps, Folders, Files/Items

Managed Metadata Security

OneDrive Security

## Module 8: Communicating with Social Tools

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This module covers a new and evolving culture change in the way that we work with business information. Social features are an engaging way for users to collaborate. The variety of social tools available to you is overwhelming. You will learn the differences between each of these tools and when to use them.

### Topics Covered

An Introduction to Social Tools

Updating your Profile

Blog Sites

Newsfeeds

Community Sites

Community Portal

Skype for Business

## Module 9: Working with Search

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SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help you to efficiently locate the information you need.

### Topics Covered

Searching in SharePoint 2016

Refinements

Search Criteria

People Search

How Search Works

Promoted Results

Search Web Parts

How Can Search be Customised?

## Module 10: Building Business Scenarios

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During the class you have seen, discussed and tested many SharePoint components. Before you head home, now is your chance to connect these building blocks together and create an entire SharePoint site based on a real world scenario. This is an opportunity to test yourself and ask questions of your instructor.

## Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

### SharePoint Power Users

- SharePoint Site Collection Administrator
- SharePoint Designer
- InfoPath
- Nintex Workflow
- Nintex Forms
- LiveTiles
- Power BI

### SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

### SharePoint Developers

- Developer Track

For additional courses or more information on the above visit:

<http://www.combined-knowledge.com> and click on Find a Training Course.



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**CBT** 

Created by the SharePoint experts at Combined Knowledge, CBT (Computer Based Training) helps your users become familiar with all key aspects of SharePoint from the comfort of their desks using a variety of effective delivery methods including hands-on exercises, illustrated examples and videos.