

55234 SharePoint 2016 Site Collections and Site Owner Administration

COURSE OVERVIEW

This course provides a comprehensive introduction to the features and functionality of SharePoint 2016 for site owners and power users. Participants will learn how to manage site collections and individual sites, including creating and configuring sites, managing permissions, setting up libraries and lists, and customizing the interface. The course covers key administrative tasks such as site navigation, workflow integration, and content approval. By the end of the training, delegates will be equipped with the skills needed to effectively organize, manage, and present information in a SharePoint 2016 environment.

WHO SHOULD ATTEND?

This course is of value to site owners, site collection administrators, business users, and IT professionals responsible for managing SharePoint 2016 environments. It is also suited for project managers, content managers, and team leaders who need to create, maintain, or manage SharePoint sites and site collections to support collaboration and business processes within their organization.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Design and implement a company portal structure using SharePoint 2016 objects including sites, libraries, lists and pages.
- Explain the role of security and permissions throughout SharePoint 2016.
- Implement guidelines for consistency in building a company portal to aid in the day-to-day administration of content in SharePoint 2016.
- Enhance the design and content of a company portal using SharePoint 2016 pages and web parts.
- Explain the importance of governance for the planning and managing future growth of the SharePoint 2016 implementation.
- Identify options to integrate data from other systems such as Microsoft Office, as well as preserve existing data.
- Explain the role of social networking in SharePoint 2016 and its impact on collaboration.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- SharePoint 2016 architecture and components.
- Creating and managing site collections and subsites.
- Configuring permissions and user access.
- Managing lists, libraries, and content types.
- Customizing pages and web parts.
- Implementing navigation and search features.
- Setting up workflows and content approval.
- Managing document versioning and check-in/check-out.
- Using SharePoint apps and features to enhance productivity.
- Best practices for site administration and governance.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded



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