Microsoft SharePoint 2016 Online Administrators

**Format: 3 days
Max Capacity 6**

Learn common tasks involved with administrating SharePoint such as navigating the SharePoint architecture, setting up sites, handling permissions, backing up and restoring data, designing forms and automating business processes using workflows. This course is intended for new users or end users to Microsoft SharePoint.

This course can be tailored to either SharePoint On-Premise or SharePoint Online.

Course Content

SharePoint Architecture
• SharePoint products

SharePoint Planning Site Architecture
• SharePoint products
• Define site collections
• Define site purpose
• Sitetemplates
• Publishing sites
• Site collection settings
• Configure SharePoint external sharing

SharePoint Admin Center
• Create a site collection
• Manage administrators
• Site sharing
• Delete a site
• Manage user profile properties

SharePoint Site Set-up
• Site administration settings
• Look and feel settings
• Web designer galleries settings

User, Groups & Permission Settings
• Create a New Group
• Add Users to a Group
• Grant Permissions

Site Collections
• Creating a site collection
• Creating a New Site
• Creating a Site Template

Manage Site Content
• Understand and create content types
• Create document sets
• Work with managed metadata
• Term store management
• Create a document centre for policies and procedures
• Setting information management policies

SharePoint Pages
• Create web pages
• Edit pages
• Add content
• Insert hyperlinks

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Course Content (continued)

SharePoint Navigation
- Quick launch links
- Top link bar links
- Navigation elements
- Publishing site navigation

SharePoint Lists & Libraries
- Explore the available lists
- Create custom lists
- Create custom views
- Work with document libraries
- Use document versioning
- Use check in/check out features

SharePoint & Office Integration
- Word and SharePoint
- Excel and SharePoint
- Outlook and SharePoint

SharePoint Content & Documents
- The basic of documents and content
- Understanding content types
- Understanding document sets
- Creating a document set
- Using a document set in the library
- Creating a document centre for policies and procedures

SharePoint Forms & InfoPath/ PowerApps
- Creating a forms library
- Creating InfoPath forms
- Publishing InfoPath forms to SharePoint

SharePoint Search
- Create a site search experience
- Query builder
- Keyboard query language

SharePoint Reports
- SharePoint reports
- Usage reports
- Search reports

SharePoint Workflows with SharePoint Designer or Flow
- Out of the box workflows
- Running a workflow
- SharePoint designer for complex workflows
- Workflow actions
- Workflow conditions
- Workflow forms

SharePoint Business Intelligence Features
- Set up a Business Intelligence center
- Share the BI center

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