

# MSP3-3 - MOC 55197 - MICROSOFT SHAREPOINT SERVER 2016 FOR THE SITE OWNER AND POWER USER

Categoria: **SharePoint 2016**

## INFORMAZIONI SUL CORSO



**Durata:**  
2 Giorni



**Categoria:**  
SharePoint 2016



**Qualifica Istruttore:**  
Microsoft Certified  
Trainer



**Dedicato a:**  
Utente Esperto



**Produttore:**  
Microsoft

## OBIETTIVI

- Gestire siti e raccolte di siti
- Aggiungere utenti e gruppi e gestire siti, liste, cartelle e sicurezza degli item
- Aggiungere e configurare web part
- Configurare le opzioni del sito: tema, titolo, descrizione ed icona
- Configurare la navigazione del sito
- Visualizzare i report sulle attività di un sito
- Personalizzare liste e librerie
- Configurare Check out/in, le procedure di approvazione dei contenuti e il versioning
- Creare e modificare pagine e pagine web part

## PREREQUISITI

Consolidate competenze da utente finale su SharePoint 2010-2016.  
Buone capacità di utilizzo di Microsoft Office: Word, Excel, PowerPoint e Outlook.

## CONTENUTI

### **Module 1: The Role of the Site Owner**

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

After completing this module, students will be able to:

Identify who can do what in SharePoint administration.

Navigate to site collection, site, page and list administration pages typically used to administer SharePoint sites.

### **Module 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

After completing this module, students will be able to:

- Manage SharePoint security using best practices.
- Add new users and groups to SharePoint.
- Create custom permission level.

### **Module 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

After completing this module, students will be able to:

- Describe the use and scopes of SharePoint Features.
- Activate and Deactivate Features for Sites and Site Collections.

### **Module 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

After completing this module, students will be able to:

- Describe the use of subsites and pages.
- Create, configure and delete subsites.
- Create, configure and delete pages.
- Configure site navigation.
- Save a Team Site as a reusable site template.
- Add and configure web part

## **Module 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

After completing this module, students will be able to:

Describe the key features of SharePoint Lists and Libraries.

Create and customize lists and libraries.

Configure Content Approval, Versioning, Required Check Out and other list and library features.

Create and use list and library views.

## **Module 6: Monitoring Site Activity**

SharePoint Reporting  
Storage Metrics  
Popularity Trends  
Search Reports

After completing this module, students will be able to:

Describe the out of the box reports available to Site Owners and Site Collection Administrators.

Create and save activity reports

## **Module 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.

After completing this module, students will be able to:

Understand the differences between SharePoint Apps and SharePoint Add-ins.

Add and configure SharePoint Add-ins.

## INFO

**Materiale didattico:** Materiale didattico ufficiale Microsoft in formato digitale

**Costo materiale didattico:** 160 € incluso nel prezzo del corso a Calendario

**Natura del corso:** Operativo (previsti lab su PC)