

[AV-SP2016-CM]: SharePoint 2016 Content Managers

Length : 1 Day
Delivery Method : Instructor-led (Classroom)

Course Overview

This course will teach participants about overview of enterprise content management, web content management, building of information architecture and record management in SharePoint 2016.

Audience Profile

This course is targeted towards individuals who wish to understand the aspects of enterprise content management in SharePoint 2016 especially web content management, information architecture and record management.

At Course Completion

Participants will understand what enterprise content management, web content management and records management are. The participant will understand publishing page life cycle and able to create a publishing pages. They will understand some features in SharePoint which support building of information architecture in SharePoint.

Pre-Requisites

Participant should be familiar with the SharePoint 2016 Site Member features and have some knowledge about site administration.

Course Outline

Module 1: Introduction to Content Management

Lessons

- Information Management and Governance in SharePoint 2016
- What is Enterprise Content Management?
- What is Web Content Management?
- SharePoint Content Manager and Other Roles

Module 2: Understanding Web Content Management

Lessons

- Web Content Management in SharePoint Publishing Sites
- SharePoint Publishing Site Collection and Site Templates
- Master Pages, Page Layouts, and Pages

Module 3: Create and Managing Publishing Pages

Lessons

- Publishing Page Life Cycle

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Module 4: Displaying Content with Web Parts**Lessons**

- Adding a Web Part to a Page
- Editing the Web Part Properties

Module 5: Building SharePoint Information Architecture**Lessons**

- Standardizing Information with Managed Metadata
- Reusable Site Columns
- Consistency with Managed Metadata Column
- Enterprise Content Management with Content Types
- Document Management with Document Sets

Module 6: Records Management**Lessons**

- Introduction to SharePoint Records Management
- In-Place Records Declaration
- Creating Information Management Policies
- Content Audit
- Records Center
- Content Organizer
- Site Disposition

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