

## [AV-SP2016-SA]: SharePoint 2016 Site Administrators

Length	: 1 Day
Audience(s)	: SharePoint Site Administrators
Level	: Immediate/ Advanced
Technology	: SharePoint 2016
Delivery Method	: Instructor-led (Classroom)

### Course Overview

This course will teach participants the overview of SharePoint 2016 site administration functions, majoring on setting permissions, designing out of the box workflows and structuring your SharePoint sites and lists.

### Audience Profile

This course is targeted at users who will take on roles and responsibility as SharePoint 2016 site administrators, providing them with site structure knowledge, site and list management and permission setting skills.

### At Course Completion

Participants will be able to manage SharePoint 2016 sites, structure, common lists, workflows and permissions.

### Pre-Requisites

Participants should be familiar with SharePoint 2016 Site Member course and skills. Recommended to attend SharePoint 2016 Site Member first.

### Course Outline

#### Module 1: Getting Started

#### Module 2: Overview of SharePoint and the site administrator role

##### Lessons

- What is SharePoint?
- System Requirements
- SharePoint Products and Versions
- SharePoint Site Lifecycle
- SharePoint Site Administrator and Other Roles

#### Module 3: Creating sites and managing site settings

##### Lessons

- Understanding SharePoint Sites
- Creating a Site
- Customizing the Look and Feel of a Site

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- View Alerts on a Site
- Saving a Site as a Template
- Delete Sites
- Accessing the Recycle Bin

## **Module 4: Creating and Managing Libraries**

### **Lessons**

- Creating a Library/List
- Organizing files in a library using columns and views
- Customizing Library Settings
- Deleting a Library/List

## **Module 5: Creating and Managing Lists**

### **Lessons**

- List Templates
- Create a list based on a spreadsheet
- List Columns
- Control and validate input into list fields
- Column that link data from a separate list

## **Module 6: Configuring Permissions**

### **Lessons**

- Understanding Permission
- View permissions for a library or list
- Checking Permissions for a User or Group
- Creating a Group and Adding Users to the group
- Create unique permissions for a site, list or library
- Modifying Permission Levels

## **Module 7: Configuring Workflows**

### **Lessons**

- Understanding workflows
- Enabling workflows
- Start a workflow
- View Workflow Task and History

## **Module 8: Editing Pages**

### **Lessons**

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

## **Module 9: SharePoint Site Columns and Content Types (Optional)**

### **Lessons**

- Creating Site Columns
- Introduction to Content Types

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