MS55217 - SharePoint Power User

Microsoft - Sharepoint 365 - Virtualizzazione e Cloud

Durata:	Lingue:	Certificazione:
4 Giorni	**Italiano**	**-**

Descrizione del corso

Programma

Module 1: An Introduction to SharePoint 2016

- An Overview of SharePoint 2016
- SharePoint Versions
- Central Repository for Information
- Roles in SharePoint
- Web Content Management
- Site Visitors
- Team Collaboration
- Site Members
- Search
- Site Owners
- Social Computing
- Site Collection Administrator
- Workflows
- Farm Administrator
- Business Intelligence
- Security Trimming

Module 2: Creating Sites

- An Introduction to Site Topology
- Navigating SharePoint Sites
- When to Create a Site and Where?
- Applying Custom Themes to a Site
- How to Create a New Site
- Building the Site Navigation Bar
- Site Templates
- Deleting Sites
- Team Sites
- Recovering Deleted Sites
- Project Sites
- Blog Sites
- Community Sites
- Publishing Sites

Module 3: Creating and Managing Web

- Introducing Wiki Pages
- Introducing the Publishing Site
- Adding Wiki Pages
- Create and Edit Publishing Pages
- Adding Rich Content to Wiki Pages
- Using Page Layouts
- Promoted Links
- Web Page Metadata
- Adding and Modifying Web Parts
- Site Collection Images
- Deleting Wiki Pages
- Renditions
- Reusable Content
- Web Page Approval
- Scheduling Pages

Module 4: Defining Business Information & Retention

- Managed Metadata Service

- Information Management Policies

- An Introduction to Content Types
- The Records Center
- Create & Manage Content Types
- The Content Organizer
- Content Type Settings
- Document IDs
- Using Content Types in Apps
- In Place Records Management
- The Content Type Hub
- Deploying Content Types

Module 5: Adding and Configuring Apps

- Adding List & Library Apps
- Popular List & Library Templates
- Managing List & Library Settings
- Add, Modify, Upload, and Delete Content in Apps
- Create and Manage App Columns
- Adding Site Columns
- Sort and Filter Content
- Create and Manage Public Views
- Personal Views
- Working with Document Sets
- Using Alerts in Apps
- Creating App Templates
- Office 2016 Integration with SharePoint Apps*
- On Premises Apps
- SharePoint Marketplace Apps
- *Office Integration
- Integration with Microsoft Office
- SharePoint Designer 2013
- Co-Authoring
- InfoPath Designer 2013
- Outlook 2016
- OneDrive for Business

Module 6: Building Processes with Workflows

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- An Introduction to Workflows
- Adding Workflows
- Workflow Scenarios
- Removing Workflows
- Creating Workflows
- Third Party Workflow Tools
- Configuring Workflow Settings

Module 7: Customizing Security

- An Introduction to Security
- Creating Groups
- Access Requests
- How Inheriting Security Works
- Share Sites and Files
- Securing Apps, Folders, Files/Items
- Approving Access Requests
- Managed Metadata Security

- Creating Permission Levels

- OneDrive Security

Module 8: Communicating with Social Tools

- An Introduction to Social Tools
- Community Sites
- Updating your Profile
- Community Portal
- Blog Sites
- Skype for Business
- Newsfeeds

Module 9: Working with Search

- Searching in SharePoint 2016
- How Search Works
- Refinements
- Promoted Results

- Search Criteria
- Search Web Parts
- People Search
- How Can Search be Customised?

Module 10: Building Business Scenarios

- Basic App and Navigation
- Upload Outline Template
- Test the Outline Template
- Create Columns and Views
- Enable Star Rating