

COURSE 55254: SHAREPOINT TECHNOLOGIES INTRODUCTION

Duration: 4 Days

Delivery Method: Instructor-led Classroom

ABOUT THIS COURSE:

Microsoft SharePoint provides a business collaboration platform that streamlines document management, simplifies access to information, and provides the ability to deploy solutions quickly and securely. In this SharePoint training for beginners course, you gain a comprehensive overview of the SharePoint on-premise and SharePoint online platform, and learn to create, manage, and customise SharePoint to the requirements of your organisation.

AUDIENCE PROFILE:

This course is intended for attendees new to Sharepoint or those hoping to learn the new features in SharePoint.

COURSE OUTLINE:

Here is the complete course outline.

Module 1: What is SharePoint

This module explains SharePoint's new features and introduces the course Case Study. Using the course case study, you will be assigned a country for whom you will build a customized team site and a subsite to store your countries' information. You will get an overview of SharePoint 2016 and also see the completed SharePoint site you will work on throughout the course.

LESSONS

- An Overview of SharePoint 2016
- What's New in SharePoint 2016
- Using SharePoint 2016

LAB : Managing Information and Collaboration via SharePoint

Module 2: Creating SharePoint Websites

This module explains how to adequately plan your SharePoint architecture. Base terminology, such as site collections, top level sites, subsites, and site templates will be explained. You will complete labs to create multiple subsites from templates and establish the foundation for which future exercises will be developed. Upon creation of sites, you will learn how to approach common SharePoint administration tasks and complete labs to make adjustments to your site's look and feel, navigation, and features.

LESSONS

- SharePoint Site Architecture
- SharePoint Site Examples
- Site Templates Defined
- Customising SharePoint Sites
- Site/Site Collection Administration

LAB : Creating Subsites

- LAB : Customising SharePoint Sites**
- LAB : Site Collection Administration**

Module 3: Managing SharePoint Security

This module explains how to share a SharePoint site and approach common security/permissions scenarios. Basic permission terminology is covered with a focus on inheritance and how/when to stop inheriting permissions at a subsite, list/library, folder, or individual item/file. Users will request permission from other sites and respond to access requests made by others. Best practice security management techniques will also be discussed. Users will explore sharing files in SharePoint Online by sharing a file externally using a personal (non-SharePoint) email address.

LESSONS

- Sharing Your Site
- SharePoint Groups
- Permission Levels
- Access Requests
- Permission Inheritance
- Direct Permissions
- Best Practices
- Advanced Security

LAB : Adding Users and Setting Site Permissions

LAB : Updating Site Objects Permissions

Module 4: Managing Content

This module explains how to work with SharePoint list apps to manage content in SharePoint. Users will learn that all content and many of the backend configuration options in SharePoint are managed via SharePoint lists. Commonly used apps including the task list and calendar app will be used, showing the practical project management functionality offered in project site templates. Users will create alerts to receive email notification of changes to files. Additional app templates will be leveraged including a contact list, a promoted links list, a picture library, a survey, and importing a list structure from a Microsoft Excel table. SharePoint Online will be investigated, particularly third-party apps available in the app store.

<p>LESSONS</p> <ul style="list-style-type: none"> SharePoint Content Management List Apps Task List App Calendar List App Alerts Adding List Apps 	<p>LAB : Working With Lists</p> <p>LAB : Creating Apps</p>
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Module 5: Managing Documents

This module explains how to manage documents in a SharePoint site. You will learn multiple methods to upload files to a SharePoint site. Best practice file organisation techniques will be discussed utilizing metadata for file management rather than folders. You will create views to harness the power of your metadata as well as configure settings in your library for major/minor versions, check-out/check-in behavior, and content approval. You will also sync the files in a SharePoint document library to your local computer using OneDrive for Business. A comparison will be made between managing information in SharePoint on-premises and SharePoint Online.

<p>LESSONS</p> <ul style="list-style-type: none"> Document Libraries Defined Adding Content to Library Apps Metadata Defined Views Defined Document Content Management Working Offline: OneDrive Library Settings Item Permissions Advanced App Management 	<ul style="list-style-type: none"> LAB : Migrating Content to Document Libraries LAB : Identifying Content With Metadata LAB : Creating Views LAB : Document Management LAB : Library Configuration
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Module 6: Advanced SharePoint: Enterprise Features

This module explains how to leverage powerful enterprise building blocks in SharePoint to build larger enterprise solutions with reduced effort. Site columns and content types will be leveraged to provide consistent metadata tagging and templates for regularly used content. New columns, such as Managed Metadata for referencing a hierarchical taxonomy and External Columns for deriving values from an external data source will be used. Search use and configuration will be covered, as well as Enterprise Social techniques for using a SharePoint MySite to foster collaboration among team members. Finally, the Delve experience with MySites in SharePoint Online will be compared to the MySites in SharePoint on-premises.

LESSONS

- Content Organisation
- Site Columns
- Content Types
- Applying Content Types
- Managed Metadata
- External Lists
- Search
- Enterprise Social
- Enterprise Document Management

LAB : Content Types

LAB : Managed Metadata

LAB : External Lists

LAB : Search

LAB : Leveraging SharePoint Social Features

Module 7: Customising Pages

This module explains how to use web part pages and wiki pages to add and customise additional information in SharePoint. You will make basic updates to content on your home page, as well as create additional pages to hold other content. A review of the large number of web parts will be provided and you will add web parts to your page to display information from your lists and libraries. Methods of content roll-ups will be explored using the content by query web part and the content search web part. Lastly, comparisons will be made between editing pages in collaboration sites vs. publishing sites.

<p>LESSONS</p> <p>Site Pages</p> <p>Editing Pages</p> <p>Creating Pages</p> <p>Web Parts</p> <p>Publishing Sites</p>	<p>LAB : Editing and Adding Site Pages</p> <p>LAB : Adding Web Parts to Pages</p> <p>LAB : SharePoint Features and Content Rollup</p>
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Module 8: Managing Business Processes With Workflow

This module explains the fundamentals of process in automation in SharePoint with workflows. Starting with out-of-the-box workflows and graduating to SharePoint Designer workflows, you will learn how to develop multiple types of multi-participant approval workflows to eliminate ad-hoc processes and streamline your operations. Lastly, recent products including Microsoft PowerApps and Microsoft Flow, that possibly represent the future of workflow in SharePoint Online will be examined.

<p>LESSONS</p> <p>Definition</p> <p>Out-of-the-Box Workflows</p> <p>Using a Workflow</p> <p>SharePoint Designer</p> <p>Creating a Custom Workflow</p>	<p>LAB : Automating Business Processes With Workflows</p> <p>LAB : Designing a Custom Workflow</p>
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Module 9: Microsoft Office Integration

This module explains the many different ways that SharePoint is integrated with Microsoft Office. You will review how to connect a variety of lists and library apps to Microsoft Outlook and work with fellow attendees to simultaneously edit content in a Microsoft Word document. Lastly, different methods of utilizing Microsoft Excel to connect to SharePoint will be reviewed.

<p>LESSONS</p> <p>Microsoft Office and SharePoint Integration</p> <p>Connecting Outlook</p> <p>Using Excel</p>	<p>LAB : Leveraging Outlook With SharePoint</p> <p>LAB : Using Excel Web Access Web Parts</p>
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