

Microsoft® SharePoint® 2016: Site Owner

Course Specifications

Course Number: ELK91-069_rev1.0

Course Length: 1.0 day(s)

Course Description

Microsoft® SharePoint® 2016 is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Course Objective: Upon successful completion of this course, you will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site.

You will:

- Create and configure new sites.
- Add and configure document libraries.
- Add and configure lists.
- Create custom lists and forms.
- Assign permissions and access rights.
- Extend SharePoint functionality with web parts.

Target Student: This course is designed for existing Microsoft SharePoint site users who need to create and manage a SharePoint team site.

Prerequisites: To ensure your success in this course, you will need basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site. You can obtain this level of skills and knowledge by taking the following Logical Operations course:

- Microsoft® SharePoint® 2016: Site User

Hardware Requirements

This course requires four server computers, and one workstation for each student and one for the instructor. The Domain Controller computer must have 4 GB of RAM, the Exchange Server must have 6 GB of RAM, and the SharePoint server computer must have at least 12 GB of RAM or you will likely encounter errors during or after setup that are related to low memory conditions. The Office Online Server can run with as little as 6 GB of RAM. The student workstations should be standard Windows 10 installations.

If you need to reduce the number of servers, you can combine the Domain Controller and the Exchange server onto one server. This may cause some issues like the Exchange services not starting automatically on start up. You will have to manually start each service or run the StartExchangeServices.bat file in the C:\091069Data\Setup\DT-Exch folder. To combine the servers, perform all steps for DT-DC. Then perform the steps starting with Step 8. Replace any instances of DT-Exch with DT-DC. The machine should have at least 8 GB of RAM.

Each computer will need the following minimum hardware configurations:

DT-DC

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 4 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Exch

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 6 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

SharePoint

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 12 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Assign at least two processor cores if you are running this server in a virtual environment
- Network cards and cabling for local network access

Course Outline

- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Off-Online

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 6 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

WorkstationX

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 3 GB RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

DT-DC

- Microsoft® Windows Server® 2012 R2 Standard

DT-Exch

- Microsoft® Exchange Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

SharePoint

- Microsoft® SharePoint® Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

DT-Off-Online

- Microsoft® Office Online® Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

WorkstationX

- Microsoft® Office Professional Edition 2016
- Microsoft® Windows® 10

Course Content

Lesson 1: Creating and Configuring a New Site

- Topic A: Create a New Site
- Topic B: Configure the Look and Feel of Your Site

Lesson 2: Adding and Configuring Libraries

- Topic A: Configure a Document Library
- Topic B: Configure Document Versioning and Check Out
- Topic C: Configure a Content Approval Process

Lesson 3: Adding and Configuring Lists

- Topic A: Add and Configure an Announcements List
- Topic B: Add and Configure a Tasks List
- Topic C: Create, Configure, and Integrate Contacts and Calendars

Lesson 4: Creating Custom Lists and Forms

- Topic A: Create and Configure Custom Lists

Topic B: Create Custom List Forms

- Lesson 5: Assigning Permissions and Access Rights
- Topic A: Share Sites and Set Site Permissions
- Topic B: Secure Lists, Libraries, and Documents

Lesson 6: Extending SharePoint Functionality with Web Parts

- Topic A: Add and Configure Included Web Parts
- Topic B: Add and Configure External Web Parts