Microsoft SharePoint 2016 - Site Owner

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In this course, students will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively. This course is for an on-premise SharePoint environment.

About This Course

In this course, students will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively. This course is for an on-premise SharePoint environment.

Who Should Attend

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

Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

Learning Outcomes

Upon successful completion of this course, participants will be able to:

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

Detailed Course Outline

1 - CREATING AND CONFIGURING A NEW SITE

- Create a New Site
- Configure the Look and Feel of Your Site

2 - ADDING AND CONFIGURING LIBRARIES

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

3 - ADDING AND CONFIGURING LISTS

- Add and Configure an Announcements List
- Add and Configure a Tasks List
- Create, Configure, and Integrate Contacts and Calendars

4 - CREATING CUSTOM LISTS AND FORMS

- Create and Configure Custom Lists
- Create Custom List Forms

5 - ASSIGNING PERMISSIONS AND ACCESS RIGHTS

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

6 - EXTENDING SHAREPOINT FUNCTIONALITY WITH WEB PARTS

- Add and Configure Included Web Parts
- Add and Configure External Web Parts

Frequently Asked Questions

Q: What delivery options are available for Microsoft SharePoint 2016 - Site Owner?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft SharePoint 2016 - Site Owner course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft SharePoint 2016 - Site Owner training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft SharePoint 2016 - Site Owner?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft SharePoint 2016 - Site Owner. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft SharePoint 2016 - Site Owner?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft SharePoint 2016 - Site Owner training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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