



Complete Computing, Inc.

SERVING OUR CUSTOMERS SINCE 1982

Microsoft® SharePoint® 2016: Advanced Site Owner with Workflow Administration

Course length: 3 days

Course Description

In this course, you will learn how to create, configure, and manage a SharePoint site so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

By properly implementing SharePoint features, site owners will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Course Objectives

Upon successful completion of this course, existing SharePoint site owners will be able to take on advanced administrative responsibility for implementing and managing advanced features based on business requirements. You will:

- Configure site settings.
- Integrate external applications and data.
- Configure site metadata.
- Manage archiving and compliance.
- Implement various workflows.

Prerequisites

To ensure your success in this course, you will need to take the following course:

- Microsoft® SharePoint® 2016: Site Owner

Target Student

This course is designed for existing Microsoft SharePoint site owners who will create and manage sites, add advanced features, implement and manage records management, and create and administer workflows.



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Course Content

Lesson 1: Configuring Site Settings

- Topic A: Configure Site Settings to Meet Team Requirements
- Topic B: Configure Site Search
- Topic C: Organize the Site and Configure Navigation
- Topic D: Configure Site Auditing

Lesson 2: Integrating External Applications and Data

- Topic A: Add an RSS Feed to Your Site
- Topic B: Enable Email Connectivity for a Library

Lesson 3: Configuring Site Metadata

- Topic A: Create a Custom Content Type
- Topic B: Add Site Columns to Content Types
- Topic C: Create and Configure Document Sets

Lesson 4: Managing Archiving and Compliance

- Topic A: Manage Site Closure and Deletion
- Topic B: Configure In-place Records Management
- Topic C: Manage Records Using the Records Center
- Topic D: Manage Content with the Content Organizer
- Topic E: Configure Information Management Policies

Lesson 5: Implementing Workflows

- Topic A: Plan a Workflow
- Topic B: Create and Publish a Workflow
- Topic C: Test Workflows
- Topic D: Design and Implement Advanced Workflows

Lesson 6: Out-Of-The-Box Workflows

- Topic A: Disposition Approval
- Topic B: Three-State
- Topic C: Approval
- Topic D: Collect Feedback
- Topic E: Collect Signatures

Lesson 7: Workflows – All the Rest

- Topic A: Workflow Parameters
- Topic B: Stages, Steps and Parallel Blocks
- Topic C: Reusable Workflows
- Topic D: Using Visio
- Topic E: Workflow Best Practices