



# SharePoint 2016 Desktop Level 2: Site Owner Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

## Course Outline

- Create a SharePoint Site.
- Learn how to configure a Document Library.
- Create and manage lists including announcements, calendars, contacts and tasks.
- Understand Announcements and Task Lists
- Create and manage Contact lists and Calendars
- Customize Lists and List Forms.
- Share Sites and set Permissions.
- Extend SharePoint Functionality with Web Parts.

*This course is for students who want to continue using SharePoint to share and manage content in a central location as a **Site Owner**. Upon completion of this course, the student will be able to share information and collaborate effectively within the SharePoint environment.*

### Course Content:

<b>Creating and Configuring a New Site</b>	Create a new SharePoint site Configure the Look and Feel of Your Site
<b>Adding and Configuring Libraries</b>	Configure a Document Library Configure Document Versioning and Check Out Configure a Content Approval Process
<b>Adding and Configuring Lists</b>	Add and Configure an Announcements List Add and Configure a Tasks List Create, Configure, and Integrate Contacts and Calendars
<b>Creating Custom Lists and Forms</b>	Create and Configure Custom Lists Create Custom List Forms
<b>Assigning Permissions and Access Rights</b>	Share Sites and Set Site Permissions Secure Lists, Libraries, and Documents
<b>Extending SharePoint Functionality with Web Parts</b>	Add and Configure Included Web Parts Add and Configure External Web Parts