



SharePoint 2016 Desktop Level 3: Advanced Site Owner Course Content

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Course Outline

- Configure a SharePoint Site.
- Learn how to configure Site Search, Navigation and Auditing.
- Enable an RSS Feed and set up Email Connectivity.
- Create and manage Custom Content and Document Sets.
- Manage Site Closure and Deletion.
- Manage Records and Content.
- Configure Information Management Policies.
- Plan, Create, Test and Implement Workflows.

This course is for existing SharePoint Site Owners who want to share and manage content in a central location with advanced features. Upon completion of this course, the student will be able to implement and manage records management, and create and administer workflows.

Course Content:

Configuring Site Settings	Configure Site Settings to Meet Team Requirements Configure Site Search Organize the Site and Configure Navigation Configure Site Auditing
Integrating External Applications and Data	Add an RSS Feed to Your Site Enable Email Connectivity for a Library
Configuring Site Metadata	Create a Custom Content Type Add Site Columns to Content Types Create and Configure Document Sets
Managing Archiving and Compliance	Manage Site Closure and Deletion Configure In-place Records Management Manage Records Using the Records Center Manage Content with the Content Organizer Configure Information Management Policies
Implementing Workflows	Plan a Workflow Create and Publish a Workflow Test Workflows Design and Implement Advanced Workflows