

SharePoint 2016 Power User

Description

This SharePoint 2016 Power User training class is designed for individuals who need to learn the fundamentals of managing SharePoint sites.

Delegates will learn how to

- Create custom workflows using SharePoint Designer 2016.
- use Content Approval settings and Workflow.
- use Term stores and managed Metadata.
- use the Document ID Service.
- Learn SharePoint Server Publishing Infrastructure.
- create and use Document Sets.
- route documents with Content Organizer.
- use Metadata Navigation.
- create external content types with Business Connectivity Services.
- use Information Management Policies.

Outline

Content Approval

Creating Custom Workflows with SharePoint Designer 2013

Working with Managed Metadata

Business Connectivity Services

Information Management Policy

Content Organizer

Document ID Service

Document Sets

SharePoint Server Publishing Infrastructure

Configuring and Consuming Site Search Results

Prerequisites

There is no prerequisite