

**SharePoint 2016 for Power Users**

**Course Number:** SHPT-435
**Duration:** 2 days

**Overview**

Accelebrate's live, online or in-person SharePoint 2016 Power User training course teaches attendees the fundamentals of managing SharePoint sites. Students learn how to create custom workflows using SharePoint Designer, use the Content Organizer, work with Document Sets, and much more.

**Prerequisites**

Attendees should have SharePoint 2016 End User experience.

**Materials**

All SharePoint training students receive comprehensive.

**Software Needed on Each Student PC**

* Microsoft Office Professional 2016 or higher, with the latest updates.
* Microsoft Edge
* A site collection on your SharePoint 2016 server also needs to be available for class, with each attendee having her/his own site within the collection. We have an easy-to-use setup sheet that describes how to prepare the site collection and sites for the class, and we are glad to check your setup remotely via screen share after it is completed.

**Objectives**

* Create custom workflows using SharePoint Designer 2016
* Use Content Approval settings and Workflow
* Leverage Term stores and managed Metadata
* Work with the Document ID Service
* Understand the 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
	+ Enabling Content Approval
	+ Content Approval Workflows
* Creating Custom Workflows with SharePoint Designer 2013
	+ Workflow Basics
	+ Custom List Workflows
	+ Workflow Actions
	+ Workflow Stages and Conditions
	+ Workflow Initiation Form
	+ Site Workflows
* Working with Managed Metadata
	+ Creating a Term Store Group and Term Set
	+ Creating Metadata Columns in Lists and Libraries
	+ Publishing Content Types
* Business Connectivity Services
	+ Business Connectivity Services Basics
	+ Creating an External Content Type with SharePoint Designer
	+ Creating a List from an External Content Type
* Information Management Policy
	+ Information Management Policy Basics
	+ Define and Information Policy for a Content Type
	+ Defining Information Policy for a List
* Content Organizer
	+ Activating the Content Organizer Feature
	+ Configuring Content Organizer Settings
	+ Configuring Content Organizer Rules
* Document ID Service
	+ Activating the Document ID Feature
	+ Configuring Document ID Settings
	+ Linking Documents Using Their Document ID
* Document Sets
	+ Activating the Document Sets Feature
	+ Creating a Document Set Content Type
	+ Adding a Document Set Content Type of a Library
* SharePoint Server Publishing Infrastructure
	+ Activating the SharePoint Server Publishing Infrastructure
	+ Publishing Infrastructure Basics
	+ Creating Pages with Page Layouts
* Configuring and Consuming Site Search Results
	+ Search SharePoint for Content
	+ SharePoint Search Center