

# Course : SharePoint 2016 Advanced Designer

*Practical course - 2d - 14h00 - Ref. HPC*

Discover the advanced features of SharePoint Server 2016. You'll see how to administer SharePoint as a site manager. Create and manage forms and workflows. Set up a security policy.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Customizing a SharePoint site
- ✓ Creating InfoPath forms
- ✓ Setting up a workflow
- ✓ Using best practices to implement security

## Intended audience

Editorial managers, MOA project managers, contributors.

## Prerequisites

Good knowledge of SharePoint 2016 (or an earlier version) or knowledge equivalent to that provided by the course "SharePoint 2016, designer" (ref. AHC).

## Practical details

### Hands-on work

Set up SharePoint 2016 functionalities, site customization, external data, Workflows, corporate social networking.

## Course schedule

### 1 SharePoint administration

- Site collection, sites.
- Site administration and configuration.
- Search management.
- Site functionality management, reset.
- SharePoint site reports.

### Hands-on work

Management and implementation of site and site collection functionalities.

### PARTICIPANTS

Editorial managers, MOA project managers, contributors.

### PREREQUISITES

Good knowledge of SharePoint 2016 (or an earlier version) or knowledge equivalent to that provided by the course "SharePoint 2016, designer" (ref. AHC).

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## 2 Customizing a SharePoint site

- Site personalization parameters.
- Use of templates and themes.
- Publication of Master Pages and layout.
- Add pages.
- Site customization with SharePoint Designer.

### Hands-on work

Site template installation. Page creation and customization.

## 3 Advanced WebParts

- Web Part definition, addition and modification.
- Advanced Web Parts: content queries, filtering.
- Commercial Web Parts. Free Web Parts. Web Parts development.

### Hands-on work

Using the Content Request Web Part. Using the Filter Web Part.

## 4 Term bank, InfoPath form

- Term bank management.
- Overview of InfoPath forms.
- Create and publish InfoPath forms.

### Hands-on work

Term Bank management. Development, publication and use of InfoPath forms.

## 5 Business Connectivity Services

- Implementation using SharePoint Designer.
- Creating and using data in SharePoint.

### Hands-on work

Data source installation. Connecting to SharePoint Designer. Using a data list in SharePoint.

## 6 Workflows

- Introduction to workflows. Benefits of workflows.
- Design and reuse workflows with SharePoint Designer.
- Link a workflow to an InfoPath form.

### Hands-on work

Design and use a workflow.

## 7 Safety management

- Authorization level, hierarchy and groups.
- Manage user access to SharePoint sites.
- Security and governance: best practices.

### Hands-on work

Securing a site, lists, libraries and pages.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 8 Social networking, OneDrive

- My Site.
- Yammer: activation and use.
- OneDrive: how to use it, best practices.

### Hands-on work

Use "My Site", Yammer and OneDrive.