CollabTR
SharePoint Eğitim Kataloğu

İçerikler

SharePoint On-Premises Son Kullanıcı Eğitimi (5 Gün)

- **Ders 1 – SharePoint'e Giriş**
  - SharePoint Nedir?
  - SharePoint Sürümleri
  - İşbirliği, Birlikte Çalışma

- **Ders 2 – Navigation and Layout**
  - Layout
  - Navigation
  - Site Hierarchy
  - Site Contents
  - Site Settings
  - Ribbon
  - Local Navigation
  - Global Navigation

- **Ders 3 – Lists**
  - List Ribbons and Menus
  - Creating Apps Using List Templates
  - Creating Lists
  - Creating Lists Using List Templates
  - List Columns
  - Creating List Columns
  - Validating a List Column
  - Work with default Lists
  - Quick Edit

- **Ders 4 – Libraries**
    - Document Library Ribbons and Menus
    - Library Templates
    - Creating Libraries
    - Creating a Document Library and Adding Columns
    - Managing Documents and Versioning
    - Checking Out Documents
    - Deleting and Restoring Documents

- **Ders 5 – Working with Lists and Library Views**
    - Default Views
    - Explore Default Views
    - Custom Views
    - How to Create a Custom View

- **Ders 6- Page Content**
    - Wiki Library Pages
    - Web Part Pages
    - Working with Web Parts

- **Ders 7 – Forms Library**
    - Creating a Forms Library
    - Creating InfoPath Forms
    - Publishing InfoPath Forms to SharePoint

- **Ders 8 – Site Columns and Content Types**
    - Site Column Gallery
    - Creating Site Columns
    - Site Content Type Gallery
    - Creating Content Types

- **Ders 9 – Managing SharePoint Site Permissions**

  - SharePoint Groups

  - Assigning Permissions

  - Permission Levels

  - Permissions Inheritance

- **Ders 10 – Working with Sites**

  - Site Templates

  - Creating Sites

  - Site Navigation

SharePoint On-Premises Gelişmiş Kullanıcı Eğitimi (5 Gün)

- **Ders 1 – Working with SharePoint Sites**
  - Site Templates
  - Creating Sites
  - Creating a Team Site
  - Site Navigation
  - Managing Site Navigation

- **Ders 2 – Page Content**
  - Wiki Library Pages
  - Editing the Team Site Home Page
  - Web Part Pages
  - Creating a Web Part Page
  - Working with Web Parts
  - Adding Web Parts to Pages

- **Ders 3 – Working with InfoPath and Form Libraries**
  - Creating a Forms Library
  - Creating InfoPath Forms
  - Create a Form with Microsoft InfoPath Designer
  - Publishing InfoPath Forms to SharePoint
  - Publish Custom InfoPath Form

- **Ders 4 – Customizing SharePoint Sites**
  - Navigating to your top-level site
  - Changing the site logo
  - Changing the look and feel of your site
  - Modifying the top link bar
  - Modifying the Quick Launch
  - Regional settings

- o   Enabling Publishing Features

- o   Creating a Publishing Site

- **Ders 5 – Managing SharePoint Security**

  - o   Sharing Your Site

  - o   SharePoint Groups

  - o   Permission Levels

  - o   Access Requests

  - o   Permission Inheritance

  - o   Direct Permissions

  - o   Best Practices

  - o   Advanced Security

- **Ders 6 – Workflows**

  - o   Definition

  - o   Out-of-the-Box Workflows

  - o   Using a Workflow

  - o   SharePoint Designer

  - o   Creating a Custom Workflow

- **Ders 7 – Site and Site Collection Features**

  - o   SharePoint Features

  - o   Features for Site Owners

  - o   Features for Site Collection Administrators

- **Ders 8 – SharePoint Apps and Add-ins**

  - o   What is an App?

  - o   What is an Add-in?

  - o   Working with Add-ins

  - o   Adding Add-ins

- o The SharePoint Store

- o The App Catalog

- **Ders 9 – Metadata and Taxonomy**

  - o Definitions!

  - o Who Creates and Manages Your Taxonomy?

  - o Using Metadata

  - o The Managed Metadata Service

  - o Enterprise Metadata and Keywords Settings

- **Ders 10 – Auditing and Retention Policies**

  - o Information Management Policy Settings

  - o Creating a Site Collection Policy template

  - o Configuring Document Retention

  - o Configuring Document Auditing

  - o Creating Policies for a List or Library

  - o List and Document Activity Reports

- **Ders 11 – Misc**

  - o Content Approval

  - o Business Connectivity Services

  - o Content Organizer

  - o Document ID Service

  - o Document Sets

SharePoint On-Premises Site Owner & Site Collection Admin Eğitimi (5 Gün)

Module 1: Getting Started with SharePoint 2016

This module explains to site collection and site administrators how to discuss basic terminology and how to navigate around SharePoint 2016. Once administrators can explain basic terminology and how to navigate around SharePoint, they have a solid foundation for the rest of the course.

Lessons

- Exploring SharePoint 2016 Site Collection and Site Administrator Roles

- Defining SharePoint Terminology

- Navigating a SharePoint Site

- Interacting with the Ribbon

- Creating and Editing Basic Content

- What is Metadata?

- Versions of SharePoint

- Standard

- Enterprise

- O365

After completing this module, students will be able to:

- Discuss basic terminology

- Navigate around SharePoint 2016

Module 2: Building a Site Collection with Apps

This module explains to site collection administrators how to create sites, document libraries and lists, as well as manage navigation. The first major milestone, after planning the company portal, is executing and building the site structure. The site structure includes the components for storing and presenting information namely sites, lists and libraries and apps, which are new to SharePoint 2016. Site structure provides the framework for the entire portal.

Lessons

- The Structure of SharePoint

- Creating a Site

- What does a site template come with?

- Defining SharePoint Apps

- Customizing Lists and Libraries

- Creating/Managing Lists and Libraries through SharePoint Designer

- Explaining Views on Lists and Libraries

- Creating Views in Lists and Libraries

- Modifying Navigation

- Turning Site Features On/Off

- Reorganizing a Site using Site Content and Structure feature

Lab : Creating a Structured Company Portal

- Create sites as part of a formal site structure

- Create new apps for documents and lists

- Enable versioning and content approval settings on libraries or lists

- Customize views on libraries or lists

- Configure navigation to hide lists and libraries

Lab : Creating a List Using SharePoint Designer (Optional)

After completing this module, students will be able to:

- Create sites

- Document libraries and lists

- Manage navigation

Module 3: Creating Consistency across Sites

This module explains to site collection administrators how to more efficiently manage their site collections, as well as maintain consistency throughout the site. When setting up a SharePoint site collection, it will often involve repeating a certain number of tasks. Site collection administrators can reduce the effort of duplication by creating reusable objects in a central location by using the tools provided.

Lessons

- Defining Site Columns

- Defining Content Types

- Implementing a Taxonomy

- Using Templates to Promote Consistency

Lab : Creating Site Columns and Content Types

- Design and implement content types

- Create new site columns

- Create a library or list template (optional)

Lab : Implementing a Taxonomy

- Design and create taxonomy

- Add managed metadata columns

Lab : Configuring the Content Organizer

- Customize default column values on a per-folder basis

- Provision and configure the Content Organizer for automated document routing

After completing this module, students will be able to:

- More efficiently manage their site collections

- Maintain consistency throughout the site

Module 4: SharePoint Permissions

This module explains how permissions work within a site collection, and how the tools within SharePoint 2016 are used to manage and maintain them. It is crucial that SharePoint 2016 site collection administrators and site administrators are able to create and manage permissions within SharePoint 2016.

Lessons

- Explaining Permissions and Security in SharePoint

- Creating SharePoint Groups

- Managing Permissions within SharePoint

- Sharing versus Traditional Security

- Sharing as different permission levels

Lab : Managing Permissions in SharePoint

- View permissions of SharePoint objects

- Add users and groups to SharePoint objects

- Create a new SharePoint managers group with customized permissions

- Stop inheriting permissions between SharePoint objects

After completing this module, students will be able to:

- Know how permissions work within a site collection

- Know how the tools within SharePoint 2016 are used to manage and how to maintain them

Module 5: Working with Pages and Web Parts

This module explains how to design a company portal using out-of-the-box web parts and themes in SharePoint 2016.

Lessons

- Changing the Appearance of the Portal

- Editing a Page

- wiki

- web part

- Working with Web Parts and App Parts

- App Parts

- Content Search Web Part

- Relevant Documents

- Content query

- Table of Contents

- Pictures

- Web Part Connections

- Filter web parts

- Web parts with Targeting Audience

Lab : Adding and Configuring Web Parts

- Create custom content types for publishing

- Create a list template

- Create a managed property

- Use Content Search Web Part

Lab : Connecting Web Parts

- Place web parts on a page

- Connect web parts on a page to pass values between them

Lab : Applying Themes to Your Company Portal

- Customize and apply a theme to your portal

- Add a logo to your portal

After completing this module, students will be able to:

- Design a company portal using out-of-the-box web parts and themes

Module 6: Document and Records Management

This module explains how to leverage document management tools included in SharePoint 2016. Whether a small company or a large enterprise, this module explores how any company can leverage SharePoint for versioning, compliance, routing and eDiscovery.

Lessons

- Basic Content Approval

- Versioning

- Check In/Out

- Holds

- Retention Policy

- Document ID

- Content Organizer

- Compliance Policy Center Site Template

- EDiscovery

- Records Center

Lab : Working with Advanced Document Management Features

Lab : Leveraging Records Management to Preserve Data

- Configure a Records Center to house documents requiring a hold

- Configure in-place records on libraries

- Set up and leverage an eDiscovery Center

After completing this module, students will be able to:

- Leverage document management tools included in SharePoint 2016

Module 7: Workflow

This module explains how to automate business processes within an organization. The ability to initiate, track and resolve activity in SharePoint 2016 is possible through the use of a workflow. Whether using the pre-configured out-of the-box workflow features or creating a custom workflow through SharePoint Designer, an organization can benefit from moving existing email, paper or informal processes into SharePoint.

Lessons

- Alerts

- Out of the Box Workflow

- Activating Workflow Features

- Approval Workflow

- Creating a Workflow in SharePoint Designer

Lab : Creating an Approval Workflow from SharePoint

Lab : Creating a Custom Workflow in SharePoint Designer (Optional)

After completing this module, students will be able to:

- Automate business processes within an organization

- Initiate, track and resolve activity in SharePoint 2016 through the use of a workflow

Module 8: Office Integration

This module explains how to connect SharePoint 2016 to Microsoft Office 2016. There are many ways such as connecting a SharePoint 2016 document library to Microsoft Outlook, linking an Access database or an Excel spreadsheet to a list in SharePoint 2016, or using Microsoft InfoPath to build SharePoint 2016 lists. The heavy integration of Microsoft Office 2016 is one of the main benefits of using SharePoint 2016.

Lessons

- Outlook

- Calendar

- Contacts

- Excel

- Word

- PowerPoint

- OneDrive for Business

- OneNote

- Access

Lab : Importing and Exporting Excel Data with SharePoint

Lab : Linking Outlook and SharePoint

After completing this module, students will be able to:

- Connect SharePoint 2016 to Microsoft Office 2016

Module 9: Creating Publishing Sites

This module explains how to use the publishing features of SharePoint 2016 to create rich content pages, as well as the features that limit the types of layouts, images and templates available to users. While some organizations need the document storage and dashboard capabilities SharePoint can offer, others may need a centralized way to distribute informational content to users, who will not otherwise interact with SharePoint in a more robust way.

Lessons

- Why use a publishing site?

- Publishing Pages

- Enabling Web Content Management

- Managing the Structure of Web Content

- Navigating a Site Using Managed Metadata

Lab : Creating a Rich Publishing Sit

- Create a web content management site for publishing news

- Set up and use image renditions for faster image management

Lab : Configuring a Publishing Approval Process

- Add an approval process to your publishing site

Lab : Implementing a Managed Navigation Site

- Set up and use the Managed Metadata navigation

After completing this module, students will be able to:

- Use the publishing features of SharePoint 2016 to create rich content pages

- Use the publishing features that limit the types of layouts, images and templates available to users

Module 10: Bridging the Social Gap

This module explains how to better perform internal talent management, also known as knowledge management. An important advancement in SharePoint 2016 is the expansion of social computing features. For example, an organization may need to find an individual with the specific skills and knowledge to assist in completing a task or project. SharePoint 2016 offers a viable platform to help organizations with talent or knowledge management.

Lessons

- My Sites

- Configuring Social Features in SharePoint

- Posts, Tags and Mentions

- Creating a Community Site

Lab : Designing a Social Experience in SharePoint 2016

- Enable content ratings

- Configure RSS feeds

- Manage user profiles

Lab : Creating a Community Site

- Create and configure a community site

- Create and manage discussions

- Recognize users who contribute to the community

After completing this module, students will be able to:

- Better perform internal talent management

Module 11: Finding Information Using Search

This module explains how to find information quickly and easily. Users can use the Search function within SharePoint 2016 to search across a variety of content sources including documents, people and line of business applications with little to no additional configuration. With a small amount of effort, organizations can create a robust search experience that is in alignment with their business needs.

Lessons

- Exploring the Search Features in SharePoint

- Configuring Search Settings

- Search Analytics

- Search Visibility

Lab : Configuring an Advanced Search Center

After completing this module, students will be able to:

- Find information quickly and easily

Module 12: Planning a Company Portal Using SharePoint

This module explains how to develop a formal governance plan and committee to maintain quality and consistency in SharePoint. To do this, it will introduce the concept of governance and highlight best practices. Governance defines policies, procedures and guidelines for how SharePoint will be managed; it outlines the roles, responsibilities and actions required to administer and support the SharePoint environment.

Lessons

- Defining SharePoint Governance

- Working with Information Architecture

- Implementing Site Hierarchies

- Discussing the Execution of Governance

After completing this module, students will be able to:

- Develop a formal governance plan and committee to maintain quality and consistency in SharePoint

Module 13: Site Collection Administrator Settings

This module explains how to use other tools and settings in SharePoint 2016. Site collection administrators or site administrators configure these as part of their day-to-day activities.

Lessons

- Exploring Settings for Site Collection Administrators

- Exploring Settings for Site Administrators

- Site Closure Policies

After completing this module, students will be able to:

- Use other tools and settings in SharePoint 2016

Planning and Administering SharePoint 2016 (5 Gün)

Module 1: Introducing SharePoint 2016

This module describes the structure and capabilities of a SharePoint environment, and the major changes for IT professionals in SharePoint 2016. This module also describes the options available for deploying SharePoint 2016.

Lessons

- Key components of a SharePoint deployment

- New features in SharePoint 2016

- SharePoint 2016 deployment options

After completing this module, students will be able to:

- Identify the architecture and capabilities of SharePoint 2016.

- Identify new and deprecated features in SharePoint 2016.

- Identify deployment options for SharePoint 2016.

Module 2: Designing an information architecture

This module describes how to gather business requirements, and the key elements of a successful information architecture project. This module also explains how to structure information within a SharePoint 2016 deployment and make it easy to find and retrieve.

Lessons

- Identifying business requirements

- Understanding business requirements

- Organizing information in SharePoint 2016

- Planning for discoverability

Lab : Designing an information architecture - Part one

- Identifying site columns and content types

Lab : Creating an information architecture - Part two

- Designing a business taxonomy

After completing this module, students will be able to:

- Explain how understanding business requirements drives the design of an organizational information architecture.
- Describe the key components available in SharePoint 2016 to deploy an information architecture.
- Plan for discoverability as part of an information architecture deployment.

Module 3: Designing a logical architecture

This module explains how to approach a logical architecture design and how to document it.

Lessons

- Overview of the SharePoint 2016 logical architecture
- Documenting your logical architecture

Lab : Designing a logical architecture

- Planning a logical architecture
- Producing a logical architecture diagram

After completing this module, students will be able to:

- Map business requirements to SharePoint 2016 architecture components.
- Explain the importance of documentation and describe the options for documenting the logical architecture.

Module 4: Designing a physical architecture

This module describes the physical design requirements for SharePoint 2016, and the physical components necessary to fulfill the physical architecture design. It also explains the SharePoint farm topologies, and describes how to map a logical architecture design to a physical architecture design.

Lessons

- Designing physical components for SharePoint deployments
- Designing supporting components for SharePoint deployments
- SharePoint farm topologies
- Mapping a logical architecture design to a physical architecture design

Lab : Designing a physical architecture

- Designing a physical architecture

- Developing a physical architecture design diagram

After completing this module, students will be able to:

- Describe the requirements for the physical components that are needed for a SharePoint 2016 deployment.

- Describe the requirements for the supporting components that are needed for a successful SharePoint 2016 deployment.

- Identify SharePoint farm topologies.

- Map a logical architecture design to a physical architecture design.

Module 5: Installing and configuring SharePoint 2016

This module explains how to install SharePoint 2016 in different topologies, script the installation, and configure a SharePoint 2016 environment. This module also explains how to configure the core farm-level settings in a SharePoint 2016 deployment.

Lessons

- Installing SharePoint 2016

- Scripting installation and configuration of SharePoint

- Configuring SharePoint 2016 farm settings

Lab : Deploying and configuring SharePoint 2016 – Part one

- Provisioning a SharePoint 2016 farm

Lab : Deploying and configuring SharePoint 2016 – Part two

- Configuring incoming email

- Configuring outgoing email

- Configuring integration with Office Online Server

After completing this module, students will be able to:

- Install SharePoint 2016.

- Deploy and configure SharePoint 2016.

- Script the installation and configuration of SharePoint 2016.

- Configure SharePoint 2016 farm settings.

Module 6: Creating web applications and site collections

This module explains how to create web applications in SharePoint 2016 and how to configure these applications. It also explains how to create and configure site collections in SharePoint 2016 and SharePoint Online.

Lessons

- ♣ Creating web applications

- ♣ Configuring web applications

- ♣ Creating and configuring site collections

Lab : Creating and configuring web applications

- Creating a web application

- Configuring a web application

Lab : Creating and configuring site collections

- Creating and configuring site collections

- Creating a site collection in a new content database

- Using Fast Site Collection Creation

After completing this module, students will be able to:

- Create web applications.

- Configure web applications.

- Create and configure site collections.

Module 7: Planning and configuring service applications

This module describes the service application architecture in SharePoint 2016, and how to provision and manage service applications.

Lessons

- Introduction to the service application architecture

- Creating and configuring service applications

Lab : Planning and configuring service applications

- Provisioning a Managed Metadata Service application with Central Administration

- Provisioning a Managed Metadata Service application with Windows PowerShell

- Configuring the Word Automation Services service application for document conversion

- Configuring service application proxy groups

After completing this module, students will be able to:

- Explain the key components and topologies for a SharePoint 2016 service application architecture.

- Plan for service accounts and service application dependencies.

- Understand the purpose of mapping service applications to business requirements.

- Describe how to provision and manage SharePoint 2016 service applications

Module 8: Managing users and permissions, and securing content

This module explains how to configure authorization in SharePoint 2016. It also explains how to configure site collection security in SharePoint 2016.

Lessons

- Configuring authorization in SharePoint 2016

- Managing access to content

Lab : Managing users and groups

- Creating a web-application policy

- Creating and managing SharePoint groups

- Creating custom permission levels

Lab : Securing content in SharePoint sites

- Managing permissions and inheritance

- Managing site-collection security

- Enabling anonymous access to a site

After completing this module, students will be able to:

- Manage users and permissions in SharePoint 2016.

- Manage access to content in SharePoint 2016.

Module 9: Configuring authentication for SharePoint 2016

This module explains about the SharePoint 2016 authentication infrastructure, and how to configure claims, providers, and identity federation for SharePoint 2016. It also explains how to configure server-to-server authentication for SharePoint 2016.

Lessons

- Overview of authentication

- Configuring federated authentication

- Configuring server-to-server authentication

Lab : Extend your SharePoint 2016 to support Secure Sockets Layer (SSL)

- Configuring Microsoft SharePoint 2016 to use federated identities

- Configuring Active Directory Federation Services (AD FS) to enable a web application a relying party

- Configuring SharePoint to trust AD FS as an identity provider

- Configuring a web application to use the AD FS identity provider

After completing this module, students will be able to:

- Explain the authentication infrastructure of SharePoint 2016.

- Configure claims providers and identity federation for SharePoint 2016.

- Configure server-to-server authentication for SharePoint 2016.

Module 10: Securing a SharePoint 2016 deployment

This module explains how to secure a SharePoint 2016 deployment at the platform level, and how to configure farm-level security settings for a SharePoint 2016 deployment.

Lessons

- Securing the platform

- Configuring farm-level security

Lab : Securing a SharePoint 2016 deployment

- Configuring SharePoint Server communication security

- Hardening a SharePoint server farm

- Configuring blocked file types

- Configuring Web Part security

- Implementing security auditing

After completing this module, students will be able to:

- Secure a SharePoint 2016 deployment at the platform level.

- Configure farm-level security settings for a SharePoint 2016 deployment.

Module 11: Managing taxonomy

This module explains how to create and manage content types and content-type propagation. Additionally, it explains how to implement managed metadata in SharePoint web applications and site collections. It also explains how to configure the managed metadata service application in SharePoint 2016.

Lessons

- Managing content types

- Understanding managed metadata

- Configuring the managed metadata service

Lab : Configuring content-type propagation

- Creating content types for propagation

- Publishing content types across site collections

Lab : Configuring and using the managed metadata service

- Configuring the managed metadata service

- Creating term sets and terms

- Consuming term sets

After completing this module, students will be able to:

- Create and manage content types and content-type propagation.

- Explain how to implement managed metadata in SharePoint web applications and site collections.

- Configure the managed metadata service application in SharePoint 2016.

Module 12: Configuring user profiles

This module explains how to configure the User Profile service application, and how to manage user profiles and audiences.

Lessons

- Configuring the User Profile Service Application

- Managing user profiles and audiences

Lab : Configuring user profiles

- Configuring the User Profile Service Application

- Configuring directory import and synchronization

Lab : Configuring My Sites and audiences

- Configuring My Sites

- Configuring audiences

After completing this module, students will be able to:

- Configure the User Profile service application.

- Manage user profiles and audiences.

Module 13: Configuring Enterprise Search

This module describes the Search Service Application and explains how to configure the Search service in SharePoint 2016. It also explains how to manage the search experience in SharePoint 2016.

Lessons

- Understanding the Search Service Application architecture

- Configuring Enterprise Search

- Managing Enterprise Search

Lab : Configuring Enterprise Search

- Configuring the Search Service Application

- Configuring a file share content source

- Configuring a local SharePoint content source

- Creating a search center

Lab : Optimizing the search experience

- Configuring a result source and a query rule

- Customizing the search experience

- Creating and deploying a thesaurus

- Configuring entity extractors and refiners

- Managing query spelling correction

After completing this module, students will be able to:

- Describe the Search service architecture in SharePoint 2016.

- Configure the Search service in SharePoint 2016.

- Manage the search experience in SharePoint 2016.

Module 14: Monitoring and maintaining a SharePoint 2016 environment

This module explains how to implement a monitoring plan for SharePoint 2016, and how to optimize the performance of a SharePoint 2016 deployment. It also explains how to plan for and configure SharePoint caching. Further, it explains how to identify and resolve problems in a SharePoint 2016 environment.

Lessons

- Monitoring a SharePoint 2016 environment

- Tuning and optimizing a SharePoint 2016 environment

- Planning and configuring caching

- Troubleshooting a SharePoint 2016 environment

Lab : Monitoring a SharePoint 2016 deployment

- Configuring usage and health data collection

- Configuring Sharepoint diagnostic logging

- Configuring Health Analyzer rules

- Reviewing usage and health data

Lab : Investigating page load times

- Analyzing network traffic

- Analyzing SharePoint page performance

After completing this module, students will be able to:

- Develop and implement a monitoring plan for a SharePoint 2016 environment.

- Tune and optimize a SharePoint 2016 server farm on an ongoing basis.

SharePoint Framework (5 Gün)

Understanding the Toolchain

- Introduction to SPFx

- Installing Node.js and npm

- Writing Node.js-based code and script

- Using webpack to bundle CSS, images, and distributable apps

- Using Yeoman generators

- Working with TypeScript and Sass

- Setting up your SPFx development environment

Authoring and Debugging Solutions

- Creating SPFx web parts

- Debugging SPFx web parts

- Deploying SPFx solutions with an Office 365 CDM

- Provisioning SharePoint assets

- Deploying application customizers

- Creating field customizers

- Building command sets

Deployment, Upgrades, and Lifecycle

- Setting up a document library to act as a CDN

- Managing the Office 365 CDN using PowerShell and the Office 365 CLI

- Enabling or disabling the site collection app catalog

- Upgrading SPFx solutions

SPFx and React

- Architectural approaches

- Creating and running an React project

- React Components & Hooks

- Using React in SPFx