# SharePoint 2016, Advanced Designer

★★★★★

**BPC-135    2 Days (14 Hours)**

## Description

This training will introduce you to the advanced features of SharePoint Server 2016. You will see how to administer SharePoint as a site manager. You will create and manage forms and workflows. You will put in place a security policy.

## Who is this training for ?

### For whom

Editorial managers, MOA project managers, contributors.

### Prerequisites

Aucune

## Training objectives

- Customize a SharePoint site
- Set up a Workflow
- Use best practices for implementing security
- Create InfoPath forms

## Training program

### Administration de SharePoint

- Site collection, sites.
- Site administration and settings.
- Search management.
- Management of site functionalities, reset.
- SharePoint Site Reports.
- Hands-on Managing and implementing site collection and site features.

### Personnaliser un site SharePoint

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email We are at your disposal : De Lun - Ven 09h00-18h00

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- Site personalization settings.
- Using templates and themes.
- Publishing Master Pages and layout.
- Adding pages.
- Customizing a site with SharePoint Designer.
- Practical work Installing a site template.
- Creating page and personalization.

## WebParts avancés

- Defining a Web Part, adding and modifying.
- Advanced WebParts: content queries, filtering.
- Commercial WebParts.
- WebParts free.
- Developing WebParts.
- Practical work Using the Content Query WebPart.
- Using the Filter WebPart.

## Banque des Termes, formulaire InfoPath

- Term bank management.
- Presentation of InfoPath forms.
- Create and publish InfoPath forms.
- Practical work Term Bank Management.
- Development, publication and use of an InfoPath forms.

## Business Connectivity Services

- Setup using SharePoint Designer.
- Creation and use of data in SharePoint.
- Practical work Installation of a data source data.
- Connecting in SharePoint Designer.
- Using a Data List in SharePoint.

## Workflows

- Workflow overview.
- What workflows are all about.
- Design and reuse workflows with SharePoint Designer.
- Link a Workflow to an InfoPath form.
- Practical work Design and use a Workflow.

## Gestion de la sécurité

- Level and hierarchy of authorization and groups.
- Manage user access to SharePoint sites.
- Security and Governance: Best practices.
- Practical work Securing a site, lists, libraries and pages.

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## Réseaux sociaux, OneDrive

- My Site.
- Yammer: activation and use.
- OneDrive: use, best practices.
- Practical work Use "My Site", Yammer and OneDrive.