

MICROSOFT SHAREPOINT- ADMINISTRATION



Corporate IT Course

LEARNING OUTCOMES

- Confidently manage and configure SharePoint 2016 farms, sites, and service applications.
- Administer permissions, governance, and workflows to keep your SharePoint environment secure and efficient.
- Use PowerShell to streamline administration and automate routine tasks.
- Implement backup, restore, and high availability strategies.
- Integrate SharePoint with Office applications and configure Office Web Apps for users.
- Monitor search, social features, and business intelligence services to maximise productivity.
- Apply best practices and troubleshooting techniques to tackle real-world SharePoint challenges.

COURSE OVERVIEW

This fast-track course is designed for administrators who want practical, hands-on experience in managing and troubleshooting SharePoint 2016. You will learn to build commercial SharePoint solutions from the ground up, combining theory with lab exercises based on real-world scenarios. By the end of the course, delegates will have a strong understanding of SharePoint architecture and extensive practical experience. No prior SharePoint experience is required.

TOPICS COVERED IN THIS COURSE

Architecture, Installation & Central Administration

Covers hardware requirements, planning SharePoint farms, installing SharePoint 2016, and configuring Central Administration, including application management, security, backup, and monitoring.

Service Applications & Enterprise Features

Manage service applications, understand multi-tenancy concepts, configure Managed Metadata Service, and implement Enterprise Search and Office Web Applications.

Security, Governance & Navigation

Administer site hierarchies, permission levels, security groups, and navigation types. Explore governance strategies and best practices for site management.

PowerShell & Automation

Learn essential PowerShell cmdlets and scripts to manage farms, web applications, site collections, workflows, and other SharePoint components.

Backup, Restore & High Availability

Plan for disaster recovery, implement backup and restore strategies, and explore high availability solutions including load balancing, SQL mirroring, and failover clustering.

Content Management & Workflow Solutions

Manage enterprise content, document sets, workflows, and business connectivity services to integrate external data and enhance collaboration.

Office Integration & Business Intelligence

Integrate SharePoint with Office applications, configure Office Web Apps, and deploy PerformancePoint and BI services for data analysis and reporting.

Social, Apps & Monitoring

Configure the User Profile Service, social features, and the App management service. Monitor SharePoint health, performance, and search architecture to maintain a stable environment.