55199: SharePoint® 2016 End-User

Duration: 3 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course teaches participants the basics of SharePoint such as working with sites, lists and libraries, basic page customizations as well as managing the different permissions of SharePoint.

Target Audience

This course is intended for:
- Information Workers
- New and Existing Users of SharePoint.

Prerequisites

To attend this course, candidates must have:
- Basic computer knowledge
- Basic Microsoft® Office skills.

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Navigate a SharePoint 2016 Team Site.
- Create SharePoint lists.
- Customize SharePoint lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create SharePoint list and library views.
- Create subsites using various SharePoint templates.
- Create and edit Web page content.
- Create InfoPath® Forms and Form libraries.
- Create site columns and content types.
- Integrate Office applications with SharePoint 2016.
- Manage basic permissions of SharePoint 2016 resources.

Course Topics

Module 1: SharePoint 2016 Introduction

- SharePoint 2016 Introduction

Module 2: SharePoint List Basics

- SharePoint List Basics

Module 3: Library Basics

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Module 4: Working with Lists and Library Views

- Default Views
- Custom Views

Module 5: Working with Sites

- Site Templates
- Creating Sites
- Site Navigation

Module 6: Page Content

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

Module 7: Forms Library

- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint

Module 8: Site Columns and Content Types

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Module 9: Office Integration

- Excel Integration
- Outlook Integration
- Access Integration

Module 10: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance

Module 11: Participating in User Communities

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Document Newsfeed
- Site Newsfeed
- Tag Newsfeed
- Managing Personal Sites

LABS INCLUDED