5 Days

55199A: Sharepoint 2016 End User Training

This SharePoint 2016 End User Training is for end users working in a SharePoint 2016 environment. The course teaches SharePoint basics such as working with lists and libraries as well as basic page customizations.

After completing this course, students will be able to:

- Learn to navigate a SharePoint 2016 Team Site.

- Learn to create SharePoint lists.

- Learn to create sub sites using various SharePoint templates.

- Learn to create SharePoint libraries.

- Learn to manage library document versions.

- Learn to create SharePoint list and library views.

- Learn to create and edit Web page content.

- Learn to customize SharePoint lists.

- Learn to create Site columns and content types.

- Learn to integrate Office applications with SharePoint 2016.

- Learn to create InfoPath Forms and Form libraries.

- Learn to manage basic permissions of SharePoint 2016 resources.

Course Details

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Course Outline

Module 1: SharePoint 2016 Introduction

This module describes how to gain familiarity with SharePoint 2016. SharePoint 2016 is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, deploying the features in-built into SharePoint.

Lessons

- SharePoint 2016 Introduction

Module 2: SharePoint List Basics

This module explains how to work with SharePoint list basics that are the fundamental building blocks in SharePoint that provide a way for users to store and view data.

Lessons

- SharePoint List Basics

Module 3: Library Basics

This module describes SharePoint Libraries that share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. Libraries are, like lists, a fundamental building block in a SharePoint site.

Lessons

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Module 4: Working with Lists and Library Views

This module introduces you to Library Views that provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner.

Lessons

- Default Views
- Custom Views

Module 5: Working with Sites

This module introduces you to SharePoint site which is the container for lists and libraries and provides a starting point for the basic administration.

Lessons

- Site Templates
- Creating Sites
- Site Navigation

Module 6: Page Content

This module explains how SharePoint offers a couple of ways to add content to the pages in a site.

Lessons

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

Module 7: Forms Library

This module introduces you to SharePoint Forms library that is a special library designed to store Microsoft InfoPath form documents.

Lessons

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

Module 8: Site Columns and Content Types

This module introduces you to Site columns that are the simplest element, essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site.

Lessons

- Site Column Gallery

- Creating Site Columns

- Site Content Type Gallery

- Creating Content Types

Module 9: Office Integration

This module equips individuals with the ability to integrate with Microsoft Office applications.

Lessons

- Excel Integration

- Outlook Integration

- Access Integration

Module 10: Managing SharePoint Site Permissions

This module introduces you to Permissions on a SharePoint site are assigned when a site is created.

Lessons

- SharePoint Groups

- Assigning Permissions

- Permission Levels

- Permissions Inheritance

Module 11: Participating in User Communities

This module explains how SharePoint offers users a place for social collaboration in the form of personal sites.

Lessons

- Configure User Profiles and My Sites

- Newsfeeds

- People Newsfeeds

- Document Newsfeed

- Site Newsfeed

- Tag Newsfeed

- Managing Personal Sites

Who Should Attend

This course is intended for new and existing users of SharePoint. This course is for information workers.

Pre Requisite

Before attending this course, students must have:

- Students are expected to be comfortable in Windows.

Date - Apr 26, 2024