

1 Days

55193A: Introduction To Sharepoint 2016 For Collaboration And Document Management

SharePoint 2016 For Collaboration and Document Management Training is a one-day class that is designed for SharePoint team members and end users who are keen to learn the team collaboration, document management and social features of Microsoft SharePoint 2016. This class also features live online interactive labs where the student interacts with both SharePoint and other students.

After completing this course, participants will be able to:

- Navigate SharePoint sites.
- Manage content in lists and libraries.
- Create and edit Alerts.
- Collaborate using Tasks lists, Calendars and Document libraries.
- Work with libraries, including upload, download, editing, content approval, check out/in and versioning.
- Use the SharePoint social features.
- Use OneDrive for Business.

Course Details

Course Outline

Module 1: SharePoint Overview

This module describes the essentials of SharePoint and Office 365. It also explores the use of SharePoint for team collaboration and document management.

Lessons

- SharePoint
- Team Collaboration
- Document Management
- SharePoint Web Sites
- SharePoint Security

Module 2: Accessing SharePoint

This module explains how to connect to SharePoint, find your way around sites and libraries, follow sites and use the App Launcher.

Lessons

- Accessing SharePoint
- Following Sites
- SharePoint Navigation
- Quick Launch and Other Links
- List and Library Navigation
- The Ribbon
- Regional Settings

Module 3: SharePoint Libraries

This module explains how to create and edit documents in SharePoint using Office Online and how to use the co-authoring features.

Lessons

- Libraries
- Document Libraries
- Document Library Pages and Web Parts
- Document Library Ribbons and Menus
- Opening and Downloading Documents
- Following Documents
- Working with Office Online server and Co-authoring

Module 4: SharePoint Lists

This module explains how to work with both the out of the box sample lists and custom lists.

Lessons

- SharePoint Lists
- Working with a Custom SharePoint List
- Working with SharePoint Task Lists
- Adding and Updating Tasks
- Using Task Views
- Synchronizing Task Lists with Outlook
- Working with SharePoint Calendars
- Calendar Navigation and Views
- Add Calendar Events
- Synchronizing SharePoint Calendars with Outlook

Module 5: SharePoint Search

This module explains the use of SharePoint Search to find sites, list items, and documents.

Lessons

- SharePoint Search

- What is Searchable
- Search Tips and Tricks

Module 6: SharePoint Social Features

This module introduces the SharePoint 2016 social features.

Lessons

- SharePoint Social Features
- Interacting with People
- About Me

Module 7: Newsfeed

This module explores the Follow features for sites, documents, users, and tags, and introduces SharePoint Micro-blogging.

Lessons

- Your Newsfeed
- Micro-blogging

Module 8: One Drive for Business

This module explains how to use OneDrive for Business to store and share files.

Lessons

- OneDrive
- OneDrive in SharePoint 2016 vs. OneDrive in Office 365
- Sharing Files
- Sync'ing Files to Your Device

Who Should Attend

- SharePoint Site Owners and Power Users
- SharePoint end users.
- SharePoint administrators and developers.

Pre Requisite

Before attending this course, participants must have:

- Basic Microsoft Office skills.

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