



55252: Introduction to SharePoint® 2016

Duration: 2 Days

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

Course Description

This course is an abbreviated version of the complete *SharePoint End-User* course, 55199. In this course, participants will learn about the SharePoint basics such as working with sites, lists and libraries.

Target Audience

This course is intended for:

- End-users who are completely new to the SharePoint environment and who will not be responsible for managing a SharePoint site.

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.
- Integrate Microsoft Outlook® and Excel® applications with SharePoint 2016.



Course Topics

Module 1: SharePoint 2016

Introduction

- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- Navigation

Module 2: SharePoint List Basics

- Creating Apps Using List Templates
- Creating Lists
- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation
- Validating a List Column

Module 3: Library Basics

- Library Templates
- Creating Libraries
- Creating a Document Library and Adding Columns
- Creating an Asset Library
- Managing Documents and Versioning
- Checking Out Documents
- Deleting and Restoring Documents
- Versioning

Module 4: Working with Lists and Library Views

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View

Module 5: Office Integration

- Excel Integration
- Outlook Integration

Module 6: Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation

LABS INCLUDED

