55254: SharePoint® 2016 Technologies Introduction

Duration: 4 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

Microsoft® SharePoint 2016 provides a business collaboration platform that streamlines document management, simplifies access to information, and provides the ability to deploy solutions quickly and securely. In this course, participants will gain a comprehensive overview of the SharePoint 2016 on-premise and SharePoint online platform. They will learn to create, manage, and customize SharePoint 2016 to the requirements of their organization.

Target Audience

This course is intended for:
- Users new to SharePoint
- Persons who would like to learn about the new features in SharePoint 2016.

Prerequisites

To attend this course, candidates must have:
- Working knowledge of Microsoft Windows®, Office, and the web.

Course Objectives

Upon successful completion of this course, attendees will be able to:
- Organize enterprise content and documents with list and library apps.
- Create and manage SharePoint sites for departments, projects, and content management.
- Properly and efficiently manage site security.
- Add and edit SharePoint pages and leverage the power of web parts.
- Automate business processes with workflows.
- Integrate Microsoft Office with your SharePoint sites.

Course Topics

Module 1: What is SharePoint
- An Overview of SharePoint 2016
- What's New in SharePoint 2016
- Using SharePoint 2016

Module 2: Creating SharePoint Websites
- SharePoint Site Architecture
- SharePoint Site Examples
- Site Templates Defined
- Customizing SharePoint Sites
- Site/Site Collection Administration

Module 3: Managing SharePoint Security
- Sharing Your Site
- SharePoint Groups
- Permission Levels
- Access Requests

Module 4: Managing Content
- SharePoint Content Management
- List Apps
- Task List App
- Calendar List App
- Alerts
- Adding List Apps

Module 5: Managing Documents
- Document Libraries Defined
- Adding Content to Library Apps
- Metadata Defined
- Views Defined
- Document Content Management
- Working Offline: OneDrive
- Library Settings
- Item Permissions
- Advanced App Management

Module 6: Advanced SharePoint: Enterprise Features
- Content Organization
- Site Columns
- Content Types
- Applying Content Types
- Managed Metadata
- External Lists
- Search
- Enterprise Social
- Enterprise Document Management

Module 7: Customizing Pages
- Site Pages
- Editing Pages
- Creating Pages
- Web Parts
- Publishing Sites

Module 8: Managing Business Processes with Workflows
- Definition
- Out-of-the-Box Workflows
- Using a Workflow
- SharePoint Designer
- Creating a Custom Workflow

Module 9: Microsoft Office Integration
- Microsoft Office and SharePoint Integration
- Connecting Outlook®
- Using Excel®

LABS INCLUDED