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Let's Reach For Excellence!

55199: SharePoint 2016 End User Training

Duration: 03 days
Level: 100

This SharePoint 2016 End User class 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.

AUTODESK Authorized Training
Microsoft Silver Learning
amazon web services Partner Network Authorized Training
SOLIDWORKS Authorized Training
Accredited Training Center EC-Council
PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

AUDIENCE

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

PREREQUISITES

Before attending this course, students must have:

- Students are expected to be comfortable in Windows.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Learn to navigate a SharePoint 2016 Team Site.
- Learn to create SharePoint lists.
- Learn to customize SharePoint lists.
- Learn to create SharePoint libraries.
- Learn to manage library document versions.
- Learn to create SharePoint list and library views.
- Learn to create sub sites using various SharePoint templates.
- Learn to create and edit Web page content.
- Learn to create InfoPath Forms and Form libraries.
- Learn to create Site columns and content types.
- Learn to integrate Office applications with SharePoint 2016.
- Learn to manage basic permissions of SharePoint 2016 resources.

COURSE OUTLINE

Module 1: SharePoint 2016 Introduction

This module explains how to become familiar 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, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality, such as calendars and discussion boards, to name a couple. All of this collaboration can be done through a browser interface and in some cases through integration with Microsoft Office applications.

Lessons

- SharePoint 2016 Introduction

Lab: Team Site Navigation

- Team Site Navigation

After completing this module, students will be able to:

- About the versions of SharePoint
- About ShraePoint site hierarchy
- About Team Site Layout
- About navigation within a Team Site

Module 2: SharePoint List Basics

This module explains how to work with SharePoint list basics. Lists are a fundamental building block in SharePoint that provide a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

Lessons

- SharePoint List Basics

Lab: SharePoint List Basics

- Working with Team Site Lists
- Create a SharePoint List with the Import Spreadsheet Template

After completing this module, students will be able to:

- Understand List Templates
- Work with default lists in a Team Site.
- Create a new list from a List Template.
- Create a custom list.
- Add columns to a list.
- Control and validate input into list fields.
- Link data from separate lists.

Module 3: Library

Basics SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has a underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning,

libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

Lessons

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Lab: Library Basics

- Working with Team Site Libraries
- Creating Libraries
- Document Versioning

After completing this module, students will be able to:

- Create new libraries using library templates
- Work with different libraries in a default Team Site.
- Add columns to the library.
- Check out documents for editing.
- Delete and restore documents from document libraries.
- Enable versioning on a library.
- Revert a library document to an earlier version.

Module 4: Working with Lists and Library Views

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

Lessons

- Default Views
- Custom Views

Lab: Working with Lists and Library Views

- Working with Views
- Creating Public and Personal Views

After completing this module, students will be able to:

- Use default views built into lists and libraries
- Create personal views.

- Create shared views.
- Configure views.
- Set the default view for a list or library.

Module 5: Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

Lessons

- Site Templates
- Creating Sites
- Site Navigation

Lab: Working with Sites

- Creating Team Sites
- Creating a Meeting Workspace
- Creating a Blog Site

After completing this module, students will be able to:

- Know what Site Templates are.
- Know about the different types of Site Templates that come “out of the box” with different versions of SharePoint.
- Create a new site using Site Templates.
- Create a Project site.
- Create a Team site.
- Create a Community site.
- Create a Blog site.
- Mange the sites listed in the Top Link bar.

Module 6: Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them. Web Part pages still have one advantage in that you can connect Web Parts so information can pass between them; that option is not available on a wiki page.

Lessons

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

Lab: Page Content

- Working with wiki Pages
- Working with Web Part Pages and Web Parts

After completing this module, students will be able to:

- Understand what wiki pages are.
- Understand what Web Part pages and Web Parts are.
- Add content to the Team Site Home page
- Change the layout of the Team Site Home page.
- Create a Web Part page.
- Create a wiki page library.
- Add Web Parts
- Manage Web Parts.

Module 7: Forms Library

SharePoint Forms library is a special library designed to store Microsoft InfoPath form documents. Microsoft InfoPath comes with a designer tool for graphically creating forms with a wide assortment of fields and controls. The InfoPath Designer can then be used to publish the forms you design to SharePoint rendering them as Web page templates for Forms libraries.

Lessons

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

Lab: Forms Library

- Creating and Publishing InfoPath Forms

After completing this module, students will be able to:

- Understand what a Form Library is.
- Create a Form Library.
- Use InfoPath Designer to design a basic form template.
- Publish an InfoPath Designer form template to a Form Library.
- Designate form template fields as library columns.

- Create instances of documents in a Form Library.

Module 8: Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are 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. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

Lessons

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

Lab: Site Columns and Content Types

- Creating and Working with Content Types
- Adding a Content Type to a Library

After completing this module, students will be able to:

- Create Site Columns.
- Create Content Types.
- Create a document template for a Content Type.
- Assign a Content Type to a list or library.
- Create new items based on a custom Content Type.

Module 9: Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Just about every Office application offers some level of integration with SharePoint whether it be simple, such as using an Excel spreadsheet to create a new list, or more full featured, such as Outlook integration. Some integration features enhance what is available online through a browser while others allow access to SharePoint content offline such as a mobile computer environment. This lesson will use a series of walk-throughs and exercises to show how each Office application can integrate with SharePoint.

Lessons

- Excel Integration
- Outlook Integration
- Access Integration

Lab: Office Integration

- Excel Integration
- Outlook Integration
- Access Integration

After completing this module, students will be able to:

- Create a list from an Excel spreadsheet.
- Update a spreadsheet view of SharePoint list data.
- Create an alert.
- Subscribe and view an RSS feed from a SharePoint list.
- Make a copy of a library in Outlook.
- Use the Datasheet view.
- Open and edit a list in Access.

Module 10: Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users or groups created outside of SharePoint such as Windows groups.

Lessons

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

Lab: Managing SharePoint Site Permissions

- Working with SharePoint Permissions

After completing this module, students will be able to:

- Create SharePoint groups.
- Assign permission in SharePoint.
- View permission levels.
- Manage permission inheritance at the site level.
- Manage permission inheritance at the list or library level.
- Manage permission inheritance at the item level.

Module 11: Participating in User Communities

SharePoint offers users a place for social collaboration in the form of personal sites. The experience and functionality is very similar to popular social media sites such as Facebook and LinkedIn. The main difference being that it is controlled by the SharePoint Farm and exposure is typically limited to internal networks.

Lessons

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

Lab: Participating in User Communities

- Managing and Viewing Personal Informaton and Content

After completing this module, students will be able to:

- Edit a personal profile.
- Manage newsfeeds.
- Add people newsfeeds.
- Add document newsfeeds.
- Add site newsfeeds.
- Follow tags.
- Store personal content.