

SharePoint 2016 End User

Duration: 3 Days

Description

This SharePoint 2016 End User class is for end users and site owners/managers new to working in a SharePoint 2016 environment. The course teaches SharePoint basics such as working with lists and libraries, basic page customization, working with forms and managing site permissions and users.

Delegate will learn how 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.
- create sub sites using various SharePoint templates.
- create and edit Web page content.
- create InfoPath Forms and Form libraries.
- create Site columns and content types.
- integrate Office applications with SharePoint 2016.
- manage basic permissions of SharePoint 2016 resources.

Outline

SharePoint 2016 Introduction

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

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

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

Working with Lists and Library Views

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

Working with Sites

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

Page Content

- Wiki Library Pages
- Editing the Team Site Home Page
- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts
- Adding Web Parts to Pages

Forms Library

- Creating a Forms Library
- Creating InfoPath Forms
- Create a Form with Microsoft InfoPath Designer
- Publishing InfoPath Forms to SharePoint
- Publish Custom InfoPath Form

Site Columns and Content Types

- Site Column Gallery
- Explore the Site Column Gallery
- Creating Site Columns
- Create a Custom Site Column
- Add a Site Column to a List
- Site Content Type Gallery
- Explore the Site Content Types Gallery
- Creating Content Types
- How to Create and Use Content Types

Office Integration

- Excel Integration
- Import Excel Spreadsheet to List
- Export List Data to Excel
- Outlook Integration
- Create an Alert
- Subscribe to a List's RSS Feed
- Connect to Outlook
- Access Integration
- Open a List with Access

Managing SharePoint Site Permissions

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

Participating in User Communities

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Documents Newsfeed

- Sites Newsfeed
- Tags Newsfeed
- Managing Personal Sites