

SharePoint 2016 Intro/Advanced/Power User

Length: 5 Days

COURSE CONTENT

1: SHAREPOINT 2016 INTRODUCTION

- SharePoint 2016 Introduction
- Lab: Team Site Navigation
 - Team Site Navigation

2: SHAREPOINT LIST BASICS

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

3: LIBRARY BASICS

- Library Templates
- Creating Libraries
- Managing Documents and Versioning
- Lab: Library Basics
 - Working with Team Site Libraries
 - Creating Libraries
 - Document Versioning

4: WORKING WITH LISTS AND LIBRARY VIEWS

- Default Views
- Custom Views
- Lab: Working with Lists and Library Views
 - Working with Views
 - Creating Public and Personal Views

5: WORKING WITH SITES

- Site Templates
- Creating Sites
- Site Navigation
- Lab: Working with Sites
 - Creating Team Sites
 - Creating a Meeting Workspace
 - Creating a Blog Site

6: PAGE CONTENT

- 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

7: FORMS LIBRARY

- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint
- Lab: Forms Library
 - Creating and Publishing InfoPath Forms

8: SITE COLUMNS AND CONTENT TYPES

- 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

9: OFFICE INTEGRATION

- Excel Integration
- Outlook Integration
- Access Integration
- Lab: Office Integration
 - Excel Integration
 - Outlook Integration
 - Access Integration

10: MANAGING SHAREPOINT SITE PERMISSIONS

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance
- Lab: Managing SharePoint Site Permissions
 - Working with SharePoint Permissions

11: PARTICIPATING IN USER COMMUNITIES

- 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 Information and Content
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