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Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Introduction to Microsoft SharePoint 2016 for Collaboration and Document Management (MS-55193)

About this course:

Introduction to MS SharePoint 2016 offers access to all the SharePoint users and IT experts to make their abilities regarding the administration of all the significant reports and documents, improves potential cooperation among the colleagues and a point by point introduction to the social highlights of SharePoint 2016. SharePoint is a mainstream instrument utilized by multinational associations to make sites for the sharing of desired information. The main component permits you to store, arrange and share the information across various systems from various gadgets. In this course, the trainers will be shown the fundamental key ideas for maintaining a cooperative situation and how to oversee files and records. MS SharePoint 2016 can be gotten through any internet browser, for example, Microsoft Edge, Chrome, Internet Explorer, and so forth.

The normal pay for a SharePoint Administrator is $62,142 every year.

Course Objectives:

This 1-day course is contained an interactive meeting wherein the students can find out about the following highlights:

- The way to navigate SharePoint sites.
- Create alerts.
- The best method to use OneDrive for business data.
- Overview to document libraries and Task lists for effective collaboration
- Manage data into libraries and lists.
- Overview of the social features of SharePoint 2016

Target Audience:

- SharePoint users
- SharePoint administrators and developers
- SharePoint site owners
- Those who work in document management divisions
- IT Professionals
- Those who work in a collaborative working space

Prerequisites:

There are no predefined essentials for this course. Students or experts who have a past understanding of working with MS office can undoubtedly select this 1-day online expert course.

More information:

- Microsoft is the certified brand for this course.
- This expert course is included in Business Productivity studies.
- No lab access will be accessible.
- Microsoft upheld innovation is used in the act of the course.
- The self-managed learning style is bolstered.
- This course will be extended over a period of length of 3 hours.
- The course is for the beginner level. The trouble level is saved simply for students.
- The course is in the English language for a superior understanding of the trainers.

Suggested prerequisites courses:

MS Office 2016: Transition from Office 2007/2010 (091039)

Managing and Enabling MS Office 365 (MS-20347)

Course Outline:

Module 1: SharePoint Overview
This module provides an overview of SharePoint and Office 365. It explores the use of SharePoint for team collaboration and document management.

Lessons

- SharePoint
- Team Collaboration
- Document Management
- SharePoint Web Sites
- SharePoint Security

After completing this module, students will be able to:

- Explain the core SharePoint feature sets.
- Explain the primary uses of SharePoint.
- Know that SharePoint content is security trimmed.

Module 2: Accessing SharePoint

This module explains how connect to SharePoint, find your way around sites and libraries, follow sites and use the App Launcher.

Lessons

- Accessing SharePoint
- Following Sites
- SharePoint Navigation
- Quick Launch and Other Links
- List and Library Navigation
- The Ribbon
- Regional Settings

Lab : Accessing SharePoint

- Working with the App Launcher and Following Sites.
- Navigating Libraries.
- Changing your Time Zone settings.

After completing this module, students will be able to:

- Navigate SharePoint sites, lists and libraries.
- Follow and return to sites.
- Customize Language and Region settings.

Module 3: SharePoint Libraries

This module explains how work with SharePoint libraries, from uploading files to working with versioning and check out/in. You will learn how to create and edit documents in SharePoint using Office Online and how to use the co-authoring features.

Lessons

- Libraries
- Document Libraries

- Document Library Pages and Web Parts
- Document Library Ribbons and Menus
- Opening and Downloading Documents
- Following Documents
- Working with Office Online server and Co-authoring

Lab : SharePoint Libraries

- Exploring Libraries and Office Online.
- Working with the Co-authoring features of Excel.
- Working with Checked Out Files.
- Creating and Managing Alerts.
- Uploading Files.
- Creating a New Document with Office Online and Working with Content Approval.
- Working with Versioning.

After completing this module, students will be able to:

- Explore Libraries and Office Online.
- Work with the Co-authoring features of Excel.
- Work with Checked Out Files.
- Create and Managing Alerts.
- Upload Files.
- Create New Documents with Office Online and Work with Content Approval.
- Work with Versioning.

Module 4: SharePoint Lists
This module explains how to work with both the out of the box sample lists and custom lists. Here we will add, edit and delete list items, work with list views and synchronize Task and Calendar lists to Outlook.

Lessons

- SharePoint Lists
- Working with a Custom SharePoint List
- Working with SharePoint Task Lists
- Adding and Updating Tasks
- Using Task Views
- Synchronizing Task Lists with Outlook
- Working with SharePoint Calendars
- Calendar Navigation and Views
- Add Calendar Events
- Synchronizing SharePoint Calendars with Outlook

Lab : SharePoint Lists

- Adding items to a custom list.
- Working with the Quick Edit view.
- Creating and Updating Tasks.

- Working with List Views.
- Working with Calendar Events.

After completing this module, students will be able to:

- Understand the role and uses of SharePoint lists, both out of the box and custom.
- Add, edit and delete list items.
- Use Tasks lists in a team project.
- Create and work with Calendar Events.
- Synchronize SharePoint Task Lists and Calendars to Outlook.

Module 5: SharePoint Search
This module explains how to use SharePoint Search to find sites, documents and list items.

Lessons

- SharePoint Search
- What is Searchable
- Search Tips and Tricks

Lab : SharePoint Search

- Searching by keywords
- Searching by property
- Searching for people

After completing this module, students will be able to:

- Know what SharePoint Search can Index and Retrieve.
- Perform keyword and property searches.

Module 6: SharePoint Social Features
This module introduces the SharePoint 2016 social features.

Lessons

- SharePoint Social Features
- Interacting with People
- About Me

Lab : None
After completing this module, students will be able to:

- Describe and use the SharePoint social features.

Module 7: Newsfeed
This module explorers the SharePoint Newsfeed page, explorers the Follow features for sites, documents, users and tags, and introduces SharePoint Micro-

blogging.

Lessons

- Your Newsfeed
- Micro-blogging

Lab : None
After completing this module, students will be able to:

- Find and use the Newsfeed page.
- Use Microblogging, including mentions and hash tags.
- Follow sites, documents, people and hash tags.

Module 8: One Drive for Business
This module explains how to use OneDrive for Business to store and share files.

Lessons

- OneDrive
- OneDrive in SharePoint 2016 vs. OneDrive in Office 365

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