

## (55199A) – SharePoint 2016 End User Training

### OBJECTIVE

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.

### COURSE TOPICS

#### Module 1: SharePoint 2016 Introduction

- SharePoint 2016 Introduction

#### Module 2: SharePoint List Basics

- SharePoint List Basics

#### Module 3: Library Basics

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

#### Module 4: Working with Lists and Library Views

- Default Views
- Custom Views

#### Module 5: Working with Sites

- Site Templates
- Creating Sites
- Site Navigation

#### Module 6: Page Content

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

#### Module 7: Forms Library

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

**Module 8: Site Columns and Content Types**

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

**Module 9: Office Integration**

- Excel Integration
- Outlook Integration
- Access Integration

**Module 10: Managing SharePoint Site Permissions**

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

**Module 11: Participating in User Communities**

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

**PREREQUISITES**

Before attending this course, students must have:

- Students are expected to be comfortable in Windows.

**TRAINING APPROACH**

This course includes lectures, course notes, exercises and hands-on practice.

**COURSE DURATION**

24 Hours (in 3 days)

Time: 9:00am to 6:00pm

Lunch Time: 1:00pm to 2:00pm

**CERTIFICATION COMPLETION**

A certificate of completion is provided for all trainees attending the course