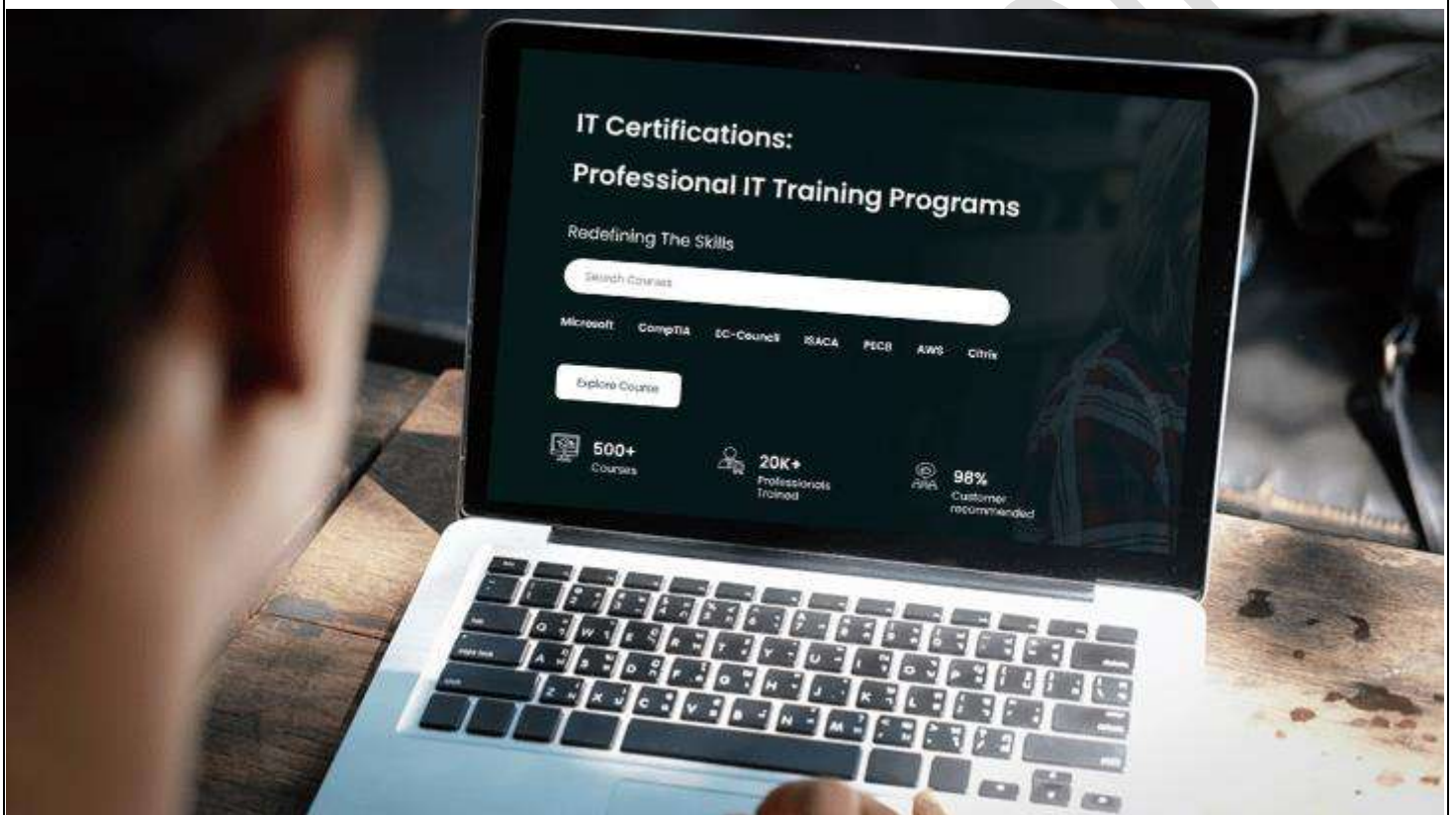# 55193: INTRODUCTION TO SHAREPOINT 2016 FOR COLLABORATION AND DOCUMENT MANAGEMENT TRAINING

Duration: 1 Day

Course Description

The one-day Microtek learning class is created for team members of SharePoint as well as end-users wanting to learn how to use Microsoft SharePoint 2016's document management, team collaboration and social features.

The class sports online live interactive labs that allow students to interact with other students and SharePoint members.

This training is designed based on the objectives of the course variant 55193A.

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

- This one-day class is best suited for SharePoint members and other end-users, Power users and SharePoint site Owners. SharePoint Developers and Administrators can too join and learn.

What you will learn

- Navigating SharePoint sites.
- Managing content in libraries and lists.
- Creating and editing Alerts.
- Collaborating using Tasks lists, Document libraries and Calendars.
- Working with libraries, including uploading, downloading, editing, content approval, check-in/out and versioning.
- Using social features of SharePoint.
- Using OneDrive for Business.

Prerequisites

- Basic Microsoft Office skills.

Curriculum

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.

- 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 to connect to SharePoint, find your way around sites and libraries, follow sites and use the App Launcher.

- 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 to 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.

- 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 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.

- 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 task 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.

- 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.

- SharePoint Social Features
- Interacting with People
- About Me

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.

- Your Newsfeed
- Micro-blogging

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.

- OneDrive
- OneDrive in SharePoint 2016 vs. OneDrive in Office 365
- Sharing Files
- Syncing Files to Your Device

After completing this module, students will be able to:

- Use OneDrive for Business to store and share documents.
- Sync OneDrive for Business to a local device.

For any query Contact Us – Microtek Learning