

SharePoint 2016 Intro/Advanced/Power User

Length: 1 Day

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