SharePoint 2016 Introduction for End Users

Length: 1 Day

Summary: This class provides an introduction to SharePoint, teaching you how to create and edit business documents and collaborate using SharePoint. If you have been asked to contribute information to an existing SharePoint site using the Microsoft Office suite such as Word and Excel this is the course for you. The class will also benefit anyone wanting to create and update pages.

During the class you will learn best practices as you watch live, interactive demonstrations and put theory into practice with hands on exercises.

Prerequisites: This course is designed for people who are new to SharePoint and need to know how to use SharePoint to create, update and share business documents. If you need to know more than the basics including how to create, secure and manage SharePoint sites you will benefit from our 4 day SharePoint 2016 Power User class.

COURSE CONTENT

Module 1: An Introduction to SharePoint 2016

Let's get started with SharePoint 2016 by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint 2016 to manage and share content, create engaging web page, automate business processes and make good business decisions.

Topics Covered
An Overview of SharePoint 2016
SharePoint Versions
Central Repository for Information
Roles in SharePoint
Web Content Management
Site Visitors
Team Collaboration
Site Members
Search
Site Owners
Social
Security Trimming & Workflows

Module 2: Navigation and Search

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help you to efficiently locate the information you need using a combination of navigation and search.

Topics Covered
Navigation Components
Searching in SharePoint 2016
Top Link Menu
Refinements
Quick Launch Menu
Search Criteria
Site Contents
People Search

Module 3: Working with Apps

Apps are required to store information such as events, contacts and files in a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customized for a specific business requirement.
You will learn how to work with apps to create, edit, delete and share business information.

This module also provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint 2016 and discusses the advantages of each program when combined with SharePoint.

Topics Covered
Popular List & Library Templates
Check Out and Check In
Add, Modify, Upload, and Delete Content
Versions
Folders and Columns
Approval
Sort and Filter Content
Office 2016 Integration
Create and Manage Views
Working with Document Sets
Using Alerts in Apps
Office Integration
Integration with Microsoft Office
Co-Authoring
Outlook 2016
OneDrive for Business

Module 4: Creating and Editing Pages

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. Creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.

SharePoint can also be used as an Intranet for internal news and information as well as a public facing website. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has Publishing Sites.

Topics Covered
Introducing Wiki Pages
Introducing the Publishing Site
Adding Wiki Pages
Create and Edit Publishing Pages
Adding Rich Content to Wiki Pages
Using Page Layouts
Promoted Links
Web Page Metadata
Adding and Modifying Web Parts
Site Collection Images
Deleting Wiki Pages
Renditions