

55252: Introduction to SharePoint 2016

Course Details

Course Outline

1. SharePoint 2016 Introduction

- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- Navigation
- Lab 1: Team Site Navigation
 1. Team Site Navigation

2. SharePoint List Basics

- Creating Apps Using List Templates
- Creating Lists
- Creating Lists Using List Templates
- List Columns
- Creating List Columns
- Column Validation
- Validating a List Column
- Lab 1: Working with Team Site Lists
 1. Working with Team Site Lists
- Lab 2: Create Custom Lists and Columns
 2. Create Custom Lists and Columns

3. Library Basics

- Library Templates
- Creating Libraries
- Creating a Document Library and Adding Columns
- Creating an Asset Library
- Managing Documents and Versioning
- Checking Out Documents
- Deleting and Restoring Documents

- Versioning
- Lab 1: Working with Team Site Libraries
 1. Working with Team Site Libraries
- Lab 2: Creating Libraries
 2. Creating Libraries
- Lab 3: Document Versioning
 3. Document Versioning

4. Working with Lists and Library Views

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom View
- Lab 1: Working with Views
 1. Working with Views
- Lab 2: Creating Public and Personal Views
 2. Creating Public and Personal Views

5. Office Integration

- Excel Integration
- Outlook Integration
- Lab 1: None

6. Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation
- Lab 1: Creating Team Sites
 1. Creating Team Sites
- Lab 2: Creating a Meeting Workspace
 2. Creating a Meeting Workspace
- Lab 3: Creating a Blog Site
 3. Creating a Blog Site