

# 55193: Introduction to SharePoint 2016 for Collaboration and Document Management

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## Course Details

### Course Outline

#### 1. SharePoint Overview

- SharePoint
- Team Collaboration
- Document Management
- SharePoint Web Sites
- SharePoint Security

#### 2. Accessing SharePoint

- 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.

#### 3. SharePoint Libraries

- 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.

#### **4. SharePoint Lists**

- 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.

#### **5. SharePoint Search**

- SharePoint Search
- What is Searchable
- Search Tips and Tricks
- Lab : SharePoint Search
- Searching by keywords
- Searching by property

- Searching for people

## **6. SharePoint Social Features**

- SharePoint Social Features
- Interacting with People
- About Me
- Lab : None

## **7. Newsfeed**

- Your Newsfeed
- Micro-blogging
- Lab : None

## **8. One Drive for Business**

- OneDrive
- OneDrive in SharePoint 2016 vs. OneDrive in Office 365
- Sharing Files
- Sync'ing Files to Your Device
- Lab : None