

# **Introduction to Microsoft SharePoint 2016 for Collaboration and Document Management (MS-55193)**

**Modality:** On Demand

**Duration:** 3 Hours

## **About this course:**

First let's have quick look at SharePoint. Organizations use SharePoint to create websites. You can use it as a secure place to store, organize, share, and access information from any device. All you need is a web browser, such as Microsoft Edge, Internet Explorer, Chrome, or Firefox. This course is designed for SharePoint team members and end users who need to know how to use the team collaboration, document management and social features of Microsoft SharePoint 2016.

## **Course Objective:**

After completing this course, students will be able to:

- Navigate SharePoint sites.
- Manage content in lists and libraries.
- Create and edit Alerts.
- Collaborate using Tasks lists, Calendars and Document libraries.
- Work with libraries, including upload, download, editing, content approval, check out/in and versioning.
- Use the SharePoint social features.
- Use OneDrive for Business.

## **Audience:**

This course is intended for:

- SharePoint end users.
- SharePoint Site Owners and Power Users who will be attending a SharePoint 2016 Site Owner class.
- SharePoint administrators and developers.

## **Prerequisites:**

Before attending this course, students must have:

- Basic Microsoft Office skills.

## **Course Outline:**

### **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.

## Lessons

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

## Lessons

- Accessing SharePoint
- Following Sites
- SharePoint Navigation
- Quick Launch and Other Links
- List and Library Navigation
- The Ribbon
- Regional Settings

## Module 3: SharePoint Libraries

This module explains how 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.

## Lessons

- 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

## Module 4: SharePoint Lists

This module explains how to work with both the 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.

## Lessons

- 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

## Module 5: SharePoint Search

This module explains how to use SharePoint Search to find sites, documents and list items.

## Lessons

- SharePoint Search
- What is Searchable
- Search Tips and Tricks

## Module 6: SharePoint Social Features

This module introduces the SharePoint 2016 social features.

## Lessons

- SharePoint Social Features
- Interacting with People
- About Me

## Module 7: Newsfeed

This module explores the SharePoint Newsfeed page, explores the Follow features for sites, documents, users and tags, and introduces SharePoint Micro-blogging.

## Lessons

- Your Newsfeed
- Micro-blogging

## Module 8: One Drive for Business

This module explains how to use OneDrive for Business to store and share files.

## Lessons

- OneDrive

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