55254-A: SharePoint 2016 Technologies Introduction

Course Outline

Module 1: What is SharePoint

- An Overview of SharePoint 2016
- What's New in SharePoint 2016
- Using SharePoint 2016

Module 2: Creating SharePoint Websites

- SharePoint Site Architecture
- SharePoint Site Examples
- Site Templates Defined
- Customizing SharePoint Sites
- Site/Site Collection Administration

Module 3: Managing SharePoint Security

- Sharing Your Site
- SharePoint Groups
- Permission Levels
- Access Requests

Module 4: Managing Content

- SharePoint Content Management
- List Apps
- Task List App
- Calendar List App
- Alerts
- Adding List Apps

Module 5: Managing Documents

- Document Libraries Defined
- Adding Content to Library Apps
- Metadata Defined
- Views Defined
- Document Content Management
- Working Offline: OneDrive
- Library Settings
- Item Permissions
- Advanced App Management

Module 6: Advanced SharePoint: Enterprise Features

- Content Organization
- Site Columns
- Content Types
- Applying Content Types
- Managed Metadata
- External Lists
- Search
- Enterprise Social
- Enterprise Document Management

Module 7: Customizing Pages

- Site Pages
- Editing Pages
- Creating Pages
- Web Parts
- Publishing Sites

Module 8: Managing Business Processes with Workflows

- Definition
- Out-of-the-Box Workflows
- Using a Workflow
- SharePoint Designer
- Creating a Custom Workflow

Module 9: Microsoft Office Integration

- Microsoft Office and SharePoint Integration
- Connecting Outlook®
- Using Excel®

*** LABS INCLUDED ***