

Course 55252-A: Introduction to SharePoint 2016

Course Outline

Module 1: SharePoint 2016 Introduction

- SharePoint Versions
- Team Site Layout and Navigation
- Layout
- Navigation

Module 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

Module 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

Module 4: Working with Lists and Library Views

- Default Views
- Explore Default Views
- Custom Views
- How to Create a Custom view

Module 5: Office Integration

- Excel Integration
- Outlook Integration

Module 6: Working with Sites

- Site Templates

- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation