KOENIG SOLUTIONS · COURSE OUTLINE

SharePoint 2016 End User

Learn to use SharePoint 2016 lists, libraries, sites and pages to organise, share and collaborate on content.

11	34	21
MODULES	TOPICS	HANDS-ON LABS

COURSE OVERVIEW

This course covers the foundations of SharePoint 2016, beginning with an introduction to its collaboration features before moving into working with lists, libraries and views for storing and displaying data. It then covers creating and navigating sites, building page content with wiki pages and web parts, and working with forms libraries using InfoPath. Later modules address site columns and content types, integration with Microsoft Office applications, managing site permissions, and participating in user communities through personal sites and newsfeeds.

WHO THIS COURSE IS FOR

End Users | **Site Owners** | **Content Authors** | **Team Members** | **Site Administrators**

LEARNING OBJECTIVES

- Explain the core collaboration features of SharePoint 2016
- Apply list templates and customise columns in SharePoint lists
- Create and manage libraries, including document versioning
- Configure default and custom views for lists and libraries
- Create sites using site templates and configure site navigation
- Build page content using wiki pages, web parts and web part pages
- Create and publish InfoPath forms to a forms library
- Assess site columns, content types and Office integration options

COURSE SYLLABUS

11 Modules, 34 Topics

01

Lab

SharePoint 2016 Introduction

This module explains how to become familiar with SharePoint 2016. SharePoint 2016 is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality, such as calendars and discussion boards, to name a couple. All of this collaboration can be done through a browser interface and in some cases through integration with Microsoft Office applications.

TOPICS

SharePoint 2016 Introduction

02

2 Labs

SharePoint List Basics

This module explains how to work with SharePoint list basics. Lists are a fundamental building block in SharePoint that provide a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

TOPICS

SharePoint List Basics

03

3 Labs

Library Basics

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has a underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

TOPICS

Library Templates · Creating Libraries · Managing Documents and Versioning

04

2 Labs

Working with Lists and Library Views

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

TOPICS

Default Views · Custom Views

05

3 Labs

Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

TOPICS

Site Templates · Creating Sites · Site Navigation

06

2 Labs

Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them. Web Part pages still have one advantage in that you can connect Web Parts so information can pass between them; that option is not available on a wiki page.

TOPICS

Wiki Library Pages · Web Part Pages · Working with Web Parts

07

Lab

Forms Library

SharePoint Forms library is a special library designed to store Microsoft InfoPath form documents. Microsoft InfoPath comes with a designer tool for graphically creating forms with a wide assortment of fields and controls. The InfoPath Designer can then be used to publish the forms you design to SharePoint rendering them as Web page templates for Forms libraries.

TOPICS

Creating a Forms Library · Creating InfoPath Forms · Publishing InfoPath Forms to SharePoint

08

2 Labs

Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

TOPICS

Site Column Gallery · Creating Site Columns · Site Content Type Gallery · Creating Content Types

09

3 Labs

Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Just about every Office application offers some level of integration with SharePoint whether it be simple, such as using an Excel spreadsheet to create a new list, or more full featured, such as Outlook integration. Some integration features enhance what is available online through a browser while others allow access to SharePoint content offline such as a mobile computer environment. This lesson will use a series of walk-throughs and exercises to show how each Office application can integrate with SharePoint.

TOPICS

Excel Integration · Outlook Integration · Access Integration

10

Lab

Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users or groups created outside of SharePoint such as Windows groups.

TOPICS

SharePoint Groups · Assigning Permissions · Permission Levels · Permissions Inheritance

11

Lab

Participating in User Communities

SharePoint offers users a place for social collaboration in the form of personal sites. The experience and functionality is very similar to popular social media sites such as Facebook and LinkedIn. The main difference being that it is controlled by the SharePoint Farm and exposure is typically limited to internal networks.

TOPICS

Configure User Profiles and My Sites · Newsfeeds · People Newsfeeds · Document Newsfeed · Site Newsfeed · Tag Newsfeed · Managing Personal Sites

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	**SharePoint 2016 Introduction**	Team Site Navigation
02	**SharePoint List Basics**	■ Working with Team Site Lists ■ Create a SharePoint List with the Import Spreadsheet Template
03	**Library Basics**	■ Working with Team Site Libraries ■ Creating Libraries ■ Document Versioning
04	**Working with Lists and Library Views**	■ Working with Views ■ Creating Public and Personal Views
05	**Working with Sites**	■ Creating Team Sites ■ Creating a Meeting Workspace ■ Creating a Blog Site
06	**Page Content**	■ Working with wiki Pages ■ Working with Web Part Pages and Web Parts
07	**Forms Library**	Creating and Publishing InfoPath Forms
08	**Site Columns and Content Types**	■ Creating and Working with Content Types ■ Adding a Content Type to a Library
09	**Office Integration**	■ Excel Integration ■ Outlook Integration ■ Access Integration
10	**Managing SharePoint Site Permissions**	Working with SharePoint Permissions
11	**Participating in User Communities**	Managing and Viewing Personal Information and Content

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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