

KOENIG SOLUTIONS • COURSE OUTLINE

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

Learn to use SharePoint 2016 for team collaboration, document management, lists, search and OneDrive for Business.

8

MODULES

41

TOPICS

18

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers SharePoint 2016 and Office 365 for team collaboration and document management, starting with accessing sites, libraries and navigation. It then covers working with document libraries, including versioning, check out and in, and co-authoring with Office Online, followed by working with SharePoint lists such as custom lists, tasks and calendars, including Outlook synchronisation. It continues with using SharePoint Search, exploring social features, the Newsfeed and micro-blogging, and concludes with using OneDrive for Business to store, share and sync files.

WHO THIS COURSE IS FOR

Information Workers

Document Managers

Team Collaborators

SharePoint End Users

Office 365 Users

LEARNING OBJECTIVES

- Explain the role of SharePoint and Office 365 in collaboration
- Identify SharePoint navigation elements such as Quick Launch and Ribbon
- Apply document library features including versioning and check out and in
- Apply co-authoring features using Office Online server
- Manage SharePoint lists, tasks and calendar items
- Synchronise SharePoint tasks and calendars with Outlook
- Apply SharePoint Search to find sites, documents and list items
- Describe social features including Newsfeed, micro-blogging and OneDrive

8 Modules, 41 Topics

01

SharePoint Overview

This module provides an overview of SharePoint and Office 365. It explores the use of SharePoint for team collaboration and document management.

TOPICS

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

02

3 Activities

Accessing SharePoint

This module explains how connect to SharePoint, find your way around sites and libraries, follow sites and use the App Launcher.

TOPICS

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

03

7 Activities

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.

TOPICS

- 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

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.

TOPICS

- 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

SharePoint Search

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

TOPICS

SharePoint Search · What is Searchable · Search Tips and Tricks

SharePoint Social Features

This module introduces the SharePoint 2016 social features.

TOPICS

SharePoint Social Features · Interacting with People · About Me

Newsfeed

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

TOPICS

Your Newsfeed · Micro-blogging

08

One Drive for Business

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

TOPICS

- OneDrive
- OneDrive in SharePoint 2016 vs. OneDrive in Office 365
- Sharing Files
- Sync'ing Files to Your Device

NOTES

- Additional Reading: NA

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
02	Accessing SharePoint	LAB: ACCESSING SHAREPOINT ■ Working with the App Launcher and Following Sites ■ Navigating Libraries ■ Changing your Time Zone settings
03	SharePoint Libraries	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
04	SharePoint Lists	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
05	SharePoint Search	LAB: SHAREPOINT SEARCH ■ Searching by keywords ■ Searching by property ■ Searching for people

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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Live Online Classes (ILO)

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