

# MICROSOFT SHAREPOINT 2016 FOR USERS

Course Code: 821486

By the end of this course, users should be comfortable with opening, navigating through, and searching a SharePoint site; using documents, content, libraries, and lists; updating their SharePoint profile; using SharePoint with Microsoft Office; and accessing SharePoint using alternate methods.

Microsoft SharePoint 2016, Microsoft's online collaboration tool for businesses and organizations. This course is intended to help SharePoint users get up to speed quickly with its most common features.

This course was written using Office 365 with SharePoint 2016 in Classic Mode. Please review this manual carefully before conducting training as Microsoft may update or change this service at any time.

## What You'll Learn

- Opening and Navigating SharePoint Teams Sites
- Work with SharePoint Content
- Using Lists
- Using Collaboration and Communication Features
- Using SharePoint with Microsoft Office
- Accessing SharePoint Using Alternate Methods

## Who Needs to Attend

This course is intended to help SharePoint users get up to speed quickly with its most common features.

## Prerequisites

This course is designed for intermediate-level users. Students should be comfortable using Windows, Internet Explorer or Microsoft Edge, and Microsoft Office applications. No previous experience with other versions of SharePoint is necessary.

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CLASSROOM LIVE

\$395 USD

1 Day

## Classroom Live Outline

### **Lesson 1: Opening and Navigating SharePoint Team Sites**

- Topic A: Access SharePoint Sites
- Topic B: Navigate SharePoint Sites

### **Lesson 2: Working with SharePoint Content**

- Topic A: Adding Documents
- Topic B: Searching SharePoint

### **Lesson 3: Using Lists**

- Topic A: Add Items to Lists
- Topic B: Modifying List Items
- Topic C: Configure List Views
- Topic D: Filter, Group, And Sort List Data

### **Lesson 4: Using Collaboration and Communication Features**

- Topic A: Update and Share Your Profile
- Topic B: Share and Follow SharePoint Content
- Topic C: Create a Blog Post

### **Lesson 5: Using SharePoint with Microsoft Office**

- Topic A: Open and Save SharePoint Documents with Microsoft Office
- Topic B: Use Document Versions in Microsoft Office
- Topic C: Access SharePoint Using Outlook 2016

### **Lesson 6: Accessing SharePoint Using Alternate Methods**

- Topic A: Synchronize OneDrive with SharePoint
- Topic B: Use SharePoint with a Mobile Device

# MICROSOFT SHAREPOINT 2016 FOR USERS

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VIRTUAL CLASSROOM LIVE

\$395 USD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Opening and Navigating SharePoint Team Sites**

- Topic A: Access SharePoint Sites
- Topic B: Navigate SharePoint Sites

### **Lesson 2: Working with SharePoint Content**

- Topic A: Adding Documents
- Topic B: Searching SharePoint

### **Lesson 3: Using Lists**

- Topic A: Add Items to Lists
- Topic B: Modifying List Items
- Topic C: Configure List Views
- Topic D: Filter, Group, And Sort List Data

### **Lesson 4: Using Collaboration and Communication Features**

- Topic A: Update and Share Your Profile
- Topic B: Share and Follow SharePoint Content
- Topic C: Create a Blog Post

### **Lesson 5: Using SharePoint with Microsoft Office**

- Topic A: Open and Save SharePoint Documents with Microsoft Office
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### **Lesson 6: Accessing SharePoint Using Alternate Methods**

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- Topic B: Use SharePoint with a Mobile Device



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PRIVATE GROUP TRAINING

1 Day

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