combinedknowledge

Education and Support for SharePoint, Office 365 and Azure
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COURSE
OUTLINE

SHAREPOINT 2016 END USER

Course Duration: 1 Day

Overview

This class provides an introduction to SharePoint, teaching you how to create and edit business documents and collaborate using SharePoint. If you have been asked to contribute information to an existing SharePoint site using the Microsoft Office suite such as Word and Excel this is the course for you. The class will also benefit anyone wanting to create and update pages.

During the class you will learn best practices as you watch live, interactive demonstrations and put theory into practise with hands on exercises.

Prerequisites

This course is designed for people who are new to SharePoint and need to know how to use SharePoint to create, update and share business documents.

If you need to know more than the basics including how to create, secure and manage SharePoint sites you will benefit from our 4 day SharePoint 2016 Power User class.

Module List

Module 1: An Introduction to SharePoint 2016

Let's get started with SharePoint 2016 by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint 2016 to manage and share content, create engaging web page, automate business processes and make good business decisions.

Topics Covered

An Overview of SharePoint 2016	SharePoint Versions
Central Repository for Information	Roles in SharePoint
Web Content Management	Site Visitors
Team Collaboration	Site Members
Search	Site Owners
Social	Security Trimming
Workflows	

Module 2: Navigation and Search

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help you to efficiently locate the information you need using a combination of navigation and search.

Topics Covered

Navigation Components	Searching in SharePoint 2016
Top Link Menu	Refinements
Quick Launch Menu	Search Criteria
Site Contents	People Search

Module 3: Working with Apps

Apps are required to store information such as events, contacts and files in a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customised for a specific business requirement.

You will learn how to work with apps to create, edit, delete and share business information.

This module also provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint 2016 and discusses the advantages of each program when combined with SharePoint.

Topics Covered

Popular List & Library Templates

Add, Modify, Upload, and Delete Content

Folders and Columns

Sort and Filter Content

Create and Manage Views

Working with Document Sets

Using Alerts in Apps

Check Out and Check In

Versions

Approval

Office 2016 Integration

Office Integration

Integration with Microsoft Office

Co-Authoring

Outlook 2016

OneDrive for Business

Module 4: Creating and Editing Pages

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos and web parts. We will also show you best practices when creating multiple pages and linking them together. Creating and managing web pages is a simple, fast and rewarding way to present essential information and apps.

SharePoint can also be used as an Intranet for internal news and information as well as a public facing website. Due to the high visibility of these web sites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has Publishing Sites.

Topics Covered

Introducing Wiki Pages

Adding Wiki Pages

Adding Rich Content to Wiki Pages

Promoted Links

Adding and Modifying Web Parts

Deleting Wiki Pages

Introducing the Publishing Site

Create and Edit Publishing Pages

Using Page Layouts

Web Page Metadata

Site Collection Images

Renditions

Module 5: Communicating with Social Tools

This module covers a new and evolving culture change in the way that we work with business information. Social features are an engaging way for users to collaborate. The variety of social tools available to you is overwhelming. You will learn the differences between each of these tools and when to use them.

Topics Covered

An Introduction to Social Tools

Updating your Profile

Blog Sites

Newsfeeds

Community Sites

Community Portal

Your Learning Roadmap: What Next?

If you have completed this class or you have equivalent knowledge, we recommend looking at our course outlines for the following classes to enhance your knowledge:

SharePoint Power Users

- SharePoint 2016 Power User
- SharePoint Site Collection Administrator
- SharePoint Designer
- InfoPath
- Nintex Workflow
- Nintex Forms
- LiveTiles
- Power BI

SharePoint Farm Administrators

- Core Skills for Server Administrators
- Advanced Infrastructure
- Office 365 Identities and Services

SharePoint Developers

- Developer TrackFor additional courses or more information on the above visit: http://www.combined-knowledge.com and click on Find a Training Course.

Your Complete User Adoption Solution for SharePoint and Office 365 from only 6p per user, per month

support+

training+

CBT

Support+ is the instant Support and Helpdesk solution that works in unison with your essential business software to give your entire organisation comprehensive training and support on demand through 1,000's of help topics delivered in simple or detailed steps, videos and demonstrations.

Training+ is a collection of premium training courses delivered in HD video format, on demand to everyone in your organisation.
Users progress through each module, building on knowledge gained at every step, with real-world examples and comprehensive demonstrations all delivered with the friendly and down-to-earth style of an expert classroom Trainer.

Created by the SharePoint experts at Combined Knowledge, CBT (Computer Based Training) helps your users become familiar with all key aspects of SharePoint from the comfort of their desks using a variety of effective delivery methods including hands-on exercises, illustrated examples and videos.

Support+ Training+ and CBT from Combined Knowledge are available as a cost effective package or as stand alone products. Try a demo and learn more now at:
www.combined-knowledge.com/products