

## **Microsoft® SharePoint® 2016: Site Users and Owners**

*Course length: 3 days*

### **Course Description**

In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® 2016 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web-based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you, and collaborate with colleagues more effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

### **Course Objectives**

In this course, you will be able to use resources on a typical SharePoint Team Site in the course of performing normal business tasks.

You will:

- Interact with SharePoint Team Sites.
- Work with documents, content, and libraries.
- Interact in SharePoint.
- Work with Lists.
- Integrate SharePoint with Microsoft Office.
- Create and configure new sites.
- Add and configure document libraries.
- Add and configure lists.
- Create custom lists and forms.
- Assign permissions and access rights.
- Extend SharePoint functionality with web parts.



# Complete Computing, Inc.

SERVING OUR CUSTOMERS SINCE 1982

---

## Prerequisites

To ensure your success in this course, you should have basic end-user skills with Microsoft Windows 8 or later, and any or all of the Microsoft Office 2013 or 2016 suite components, plus basic competence with Internet browsing. You can obtain this level of skills and knowledge by taking the following courses:

- Using Microsoft® Windows® 8.1 or Using Microsoft® Windows® 10
- Any or all of the courses in the Microsoft Office 2013 or 2016 curriculum

## Target Student

This course is designed for Microsoft® Windows® and Microsoft® Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site and will create and manage a SharePoint team site.

## Course Content – Site User

### Lesson 1: Interacting with SharePoint Team Sites

**Topic A:** Access SharePoint Sites

**Topic B:** Navigate SharePoint Sites

### Lesson 2: Working with Documents, Content, and Libraries

**Topic A:** Upload Documents

**Topic B:** Search for Documents and Content

### Lesson 3: Interacting in SharePoint

**Topic A:** Update and Share Your Profile

**Topic B:** Share and Follow SharePoint Content

**Topic C:** Creating a Blog

### Lesson 4: Working with Lists

**Topic A:** Add and Modify List Items

**Topic B:** Configure List Views

**Topic C:** Filtering and Grouping with List Views

### Lesson 5: Integrating with Microsoft Office

**Topic A:** Access and Save Microsoft Office Documents with SharePoint

**Topic B:** Manage Document Versions

**Topic C:** Work with SharePoint Data from Outlook

## Course Content – Site Owner

### Lesson 1: Creating a New Site

**Topic A:** Create a Site

**Topic B:** Configure the Look and Feel of Your Site



# Complete Computing, Inc.

SERVING OUR CUSTOMERS SINCE 1982

---

## **Lesson 2: Adding and Configuring Libraries**

**Topic A:** Configure a Document Library

**Topic B:** Configure Document Versioning and Check Out

**Topic C:** Configure a Content Approval Process

## **Lesson 3: Adding and Configuring Lists**

**Topic A:** Add and Configure an Announcements List

**Topic B:** Add and Configure a Tasks List

**Topic C:** Create, Configure, and Integrate Contacts and Calendars

## **Lesson 4: Creating Custom Lists and Forms**

**Topic A:** Create and Configure Custom Lists

**Topic B:** Create Custom List Forms

## **Lesson 5: Assigning Permissions and Access Rights**

**Topic A:** Share Sites and Set Site Permissions

**Topic B:** Secure Lists, Libraries, and Documents

## **Lesson 6: Extending SharePoint Functionality with Web Parts**

**Topic A:** Add and Configure Included Web Part

**Topic B:** Add and Configure External Web Part