

## MOC 55193 A Introduction to SharePoint 2016 for Collaboration and Document Management

### Course Summary

#### Description

This one day class is designed for SharePoint team members and end users who need to know how to use the team collaboration, document management and social features of Microsoft SharePoint 2016. This class features live inline interactive labs where the student interacts with both SharePoint and other students.

#### Objectives

At the end of this course, students will be able to:

- Navigate SharePoint sites
- Manage content in lists and libraries
- Create and edit Alerts
- Collaborate using Tasks lists, Calendars and Document libraries
- Work with libraries, including upload, download, editing, content approval, check out/in and versioning
- Use the SharePoint social features
- Use OneDrive for Business

#### Topics

- SharePoint Overview
- Accessing SharePoint
- SharePoint Libraries
- SharePoint Lists
- SharePoint Search
- SharePoint Social Features
- Newsfeed
- One Drive for Business

#### Audience

This class is ideal for:

- SharePoint end users
- SharePoint Site Owners and Power Users who will be attending a SharePoint 2016 Site Owner class
- SharePoint administrators and developers

#### Prerequisites

Before attending this course, students must have basic Microsoft Office skills.

#### Duration

One day

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### Course Outline

- I. SharePoint Overview  
This module provides an overview of SharePoint and Office 365. It explores the use of SharePoint for team collaboration and document management.
  - A. SharePoint
  - B. Team Collaboration
  - C. Document Management
  - D. SharePoint Web Sites
  - E. SharePoint Security
- II. Accessing SharePoint  
This module explains how connect to SharePoint, find your way around sites and libraries, follow sites and use the App Launcher.
  - A. Accessing SharePoint
  - B. Following Sites
  - C. SharePoint Navigation
  - D. Quick Launch and Other Links
  - E. List and Library Navigation
  - F. The Ribbon
  - G. Regional Settings
    - Lab : Accessing SharePoint
      - Working with the App Launcher and Following Sites.
      - Navigating Libraries.
      - Changing your Time Zone settings.
- III. 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.
  - A. Libraries
  - B. Document Libraries
  - C. Document Library Pages and Web Parts
- IV. 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.
  - A. SharePoint Lists
  - B. Working with a Custom SharePoint List
  - C. Working with SharePoint Task Lists
  - D. Adding and Updating Tasks
  - E. Using Task Views
  - F. Synchronizing Task Lists with Outlook
  - G. Working with SharePoint Calendars
  - H. Calendar Navigation and Views
  - I. Add Calendar Events
  - J. Synchronizing SharePoint Calendars with Outlook
    - 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.
- V. SharePoint Search  
This module explains how to use SharePoint Search to find sites, documents and list items.
  - A. SharePoint Search
  - B. What is Searchable
  - C. Search Tips and TricksLab : SharePoint Search
  - Searching by keywords
  - Searching by property
  - Searching for people
- D. Document Library Ribbons and Menus
- E. Opening and Downloading Documents
- F. Following Documents

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#### **VI. SharePoint Social FeaturesT**

This module introduces the SharePoint 2016 social features.

- A. SharePoint Social Features
- B. Interacting with People
- C. About Me

Lab : None

#### **VII. Newsfeed**

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

- Your Newsfeed
- Micro-blogging
- Lab : None

#### **VIII. One Drive for Business**

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

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