

## MOC 55199 A SharePoint 2016 End User Training

### Course Summary

#### Description

This SharePoint 2016 End User class is for end users working in a SharePoint 2016 environment. The course teaches SharePoint basics such as working with lists and libraries as well as basic page customizations.

#### Objectives

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

- Navigate a SharePoint 2016 Team Site.
- Create SharePoint lists.
- Customize SharePoint lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create SharePoint list and library views.
- Create sub sites using various SharePoint templates.
- Create and edit Web page content.
- Create InfoPath Forms and Form libraries.
- Create Site columns and content types.
- Integrate Office applications with SharePoint 2016.
- Manage basic permissions of SharePoint 2016 resources.

#### Topics

- SharePoint 2016 Introduction
- SharePoint List Basics
- Library Basics
- Working with Lists and Library Views
- Working with Sites
- Page Content
- Forms Library
- Site Columns and Content Types
- Office Integration
- Managing SharePoint Site Permissions
- Participating in User Communities

#### Audience

This course is intended for new and existing users of SharePoint. This course is for information workers.

#### Prerequisites

Before attending this course, students are expected to be comfortable in Windows.

#### Duration

Three days

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### Course Outline

#### I. SharePoint 2016 Introduction

This module explains how to become familiar with SharePoint 2016. SharePoint 2016 is a collaboration tool at its heart. Its primary goal is to make it easy for users to find and share information, and there are many features built into SharePoint to facilitate this. SharePoint's library system feature can provide a superior alternative to the traditional file server. SharePoint lists can be an easy-to-design and easy-to-use alternative to sharing spreadsheet files or more formal database tables. Both lists and libraries can be customized and extended to provide enhanced appearances and functionality, such as calendars and discussion boards, to name a couple. All of this collaboration can be done through a browser interface and in some cases through integration with Microsoft Office applications.

- A. SharePoint 2016 Introduction

##### Lab : Team Site Navigation

- Team Site Navigation

#### II. SharePoint List Basics

This module explains how to work with SharePoint list basics. Lists are a fundamental building block in SharePoint that provide a way for users to store and view data. SharePoint comes "out of the box" with many predefined list templates that are easy to use. Lists can be further customized by adding columns to store just about any type of information. Additionally, list columns can be validated as well as linked between other lists. Lists are a very flexible and powerful tool in SharePoint.

- A. SharePoint List Basics

##### Lab : SharePoint List Basics

- Working with Team Site Lists
- Create a SharePoint List with the Import Spreadsheet Template

#### III. Library Basics

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has an underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server

system. Libraries are, like lists, a fundamental building block in a SharePoint site.

- A. Library Templates
- B. Creating Libraries
- C. Managing Documents and Versioning

##### Lab : Library Basics

- Working with Team Site Libraries
- Creating Libraries
- Document Versioning

#### IV. Working with Lists and Library Views

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

- A. Default Views
- B. Custom Views

##### Lab : Working with Lists and Library Views

- Working with Views
- Creating Public and Personal Views

#### V. Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

- A. Site Templates
- B. Creating Sites
- C. Site Navigation

##### Lab : Working with Sites

- Creating Team Sites
- Creating a Meeting Workspace
- Creating a Blog Site

#### VI. Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them. Web Part pages still have one advantage in that you can connect Web Parts so

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### Course Outline (cont'd)

information can pass between them; that option is not available on a wiki page.

- A. Wiki Library Pages
- B. Web Part Pages
- C. Working with Web Parts

#### Lab : Page Content

- Working with wiki Pages
- Working with Web Part Pages and Web Parts

#### VII. Forms Library

SharePoint Forms library is a special library designed to store Microsoft InfoPath form documents. Microsoft InfoPath comes with a designer tool for graphically creating forms with a wide assortment of fields and controls. The InfoPath Designer can then be used to publish the forms you design to SharePoint rendering them as Web page templates for Forms libraries.

- A. Creating a Forms Library
- B. Creating InfoPath Forms
- C. Publishing InfoPath Forms to SharePoint

#### Lab : Forms Library

- Creating and Publishing InfoPath Forms

#### VIII. Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

- A. Site Column Gallery
- B. Creating Site Columns
- C. Site Content Type Gallery
- D. Creating Content Types

#### Lab : Site Columns and Content Types

- Creating and Working with Content Types

#### IX. Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Just about every Office application offers some level of integration with SharePoint whether it be simple, such as using an Excel spreadsheet to create a new list, or more full featured, such as Outlook integration. Some

integration features enhance what is available online through a browser while others allow access to SharePoint content offline such as a mobile computer environment. This lesson will use a series of walk-throughs and exercises to show how each Office application can integrate with SharePoint.

- A. Excel Integration
- B. Outlook Integration
- C. Access Integration

#### Lab : Office Integration

- Excel Integration
- Outlook Integration
- Access Integration

#### X. Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users or groups created outside of SharePoint such as Windows groups.

- A. SharePoint Groups
- B. Assigning Permissions
- C. Permission Levels
- D. Permissions Inheritance

#### Lab : Managing SharePoint Site Permissions

- Working with SharePoint Permissions

#### XI. Participating in User Communities

SharePoint offers users a place for social collaboration in the form of personal sites. The experience and functionality is very similar to popular social media sites such as Facebook and LinkedIn. The main difference being that it is controlled by the SharePoint Farm and exposure is typically limited to internal networks.

- A. Configure User Profiles and My Sites
- B. Newsfeeds
- C. People Newsfeeds
- D. Document Newsfeed
- E. Site Newsfeed
- F. Tag Newsfeed
- G. Managing Personal Sites

#### Lab : Participating in User Communities

- Managing and Viewing Personal Information and Content