

[AV-SP2016-SM]: SharePoint 2016 Site Members

Length	: 1 Day
Audience(s)	: SharePoint Site Members/ Visitors
Level	: Immediate/ Advanced
Technology	: SharePoint 2016
Delivery Method	: Instructor-led (Classroom)

Course Overview

This course will teach participants the overview of SharePoint 2016 functions, navigation, experience, interactions with lists, social features, document management and working with Microsoft Office 2016 connectivity with SharePoint 2016.

Audience Profile

This course is targeted at users who need to access SharePoint for work and want a deeper understanding of general SharePoint features and functionality.

At Course Completion

Participants will be able to utilize and interact with SharePoint 2016 sites, and common lists.

Pre-Requisites

Participants should be familiar with Windows operating system, browsers, and Microsoft Office applications.

Course Outline

Module 1: Getting Started

Lessons

- What is SharePoint?
- SharePoint 2016 On-Premise Vs Online Vs Hybrid
- What's New in SharePoint 2016
- SharePoint Mobile apps
- Improved Support for Mobile Browsers
- Simpler Navigation and Commands
- Document Library Features
- Document Management Improvements
- OneDrive for Business Improvements
- Opening a SharePoint Site
- the Home Page
- SharePoint Site Member and Other Roles

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Module 2: Navigation and Search**Lessons**

- Navigation Features in SharePoint
- SharePoint Search
- Search Scope
- Search Results, Preview and Refiners
- Alerts
- Advanced Search

Module 3: Working with Lists**Lessons**

- List Templates
- Task List
- To Create a Task List
- To Create a Task
- To Edit a Task
- To View Task Options
- To Delete a Task from a Task List
- Adding Tasks to the Timeline
- Changing Date Display On the Timeline
- To View a Task as a Calendar
- Calendar List
- To Create a New Calendar app
- To Create a New Event
- Discussion Board List
- To Create a New Discussion Board List
- Create New Discussions in Discussion Board
- To Modify Discussion View
- Survey
- To Create a New Survey app
- To View the Survey Results
- Custom List
- How to Create a Custom List
- How to Rename the Title Column
- How to Create a New Column
- How to Create a Lookup Column
- How to Delete a Column
- Promoted Links
- To Create a New Promoted Links app
- Add a New Link to the Promoted Link List
- Launch Behavior
- To View the Promoted Links
- Working with Calendars
- Importing an Excel Spreadsheet
- Creating and Editing Tasks

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Module 4: Exploring Libraries**Lessons**

- Types of Libraries
- Document Library
- To Create a Document Library
- To add Items to a Library
- To Delete a Library
- Moving Item
- To Move an Item
- To Rename an Item
- Using Tags and Notes
- To add Tags to an Item
- Sharing Items
- To Share Items
- To Delete an Item
- Check Out and Check In Documents
- Enable the Require Check Out In Library Settings
- To Enable the Require Check Out
- Check Out a File
- To Check Out a File from a Library
- Check In a File
- To Check In a File
- Discard a Check Out
- To Discard a Check Out
- Versioning in a Library
- Versioning Overview
- Major and Minor Versions
- Version Numbering
- To Set Up a Document Library with Versioning
- To Enable Versioning in a Library
- View the Version History
- To View, Restore and Delete History of a Document
- Picture Library
- Create a Picture Library
- To Upload a Single Picture to Picture Library
- To Upload Many Pictures to Picture Library
- To Download Pictures
- To Delete Pictures
- To View Picture Library
- Creating and Uploading Documents to Documents Library
- Working with the Properties of Documents Library
- Experiencing Collaboration Using Check In and Check Out
- Deleting Documents from Documents Library
- Create an asset Library
- Upload an Image

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- Upload an audio File
- Upload, Link to, Or Embed a Video

Module 5: Working with Views

Lessons

- Creating and Modifying Personalized Views
- Working with Library Views
- Customizing Library Views
- Create a New View
- Modify the Current View
- Working with List Views
- To Create a New View in a List
- Delete a View
- To Delete a View for a List or Library
- Create a Custom Task View
- Create a Custom List View

Module 6: Office Integration

Lessons

- Creating and Managing alerts
- Creating a Basic alert
- Managing alerts
- Creating a Custom alert
- Deleting alerts
- List Management – Exporting Data and Working Offline
- Export List to Excel
- Connect to Outlook
- Open List with access
- Co-authoring
- Exporting a List to Excel
- Connecting a Document Library to Outlook
- Co-authoring

Module 7: Working with My Site

Lessons

- About Me
- View and Edit Your Profile
- Newsfeed
- OneDrive for Business
- Sites
- Blog
- Apps

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Module 8: Working with Pages (Optional)

Lessons

- Editing Pages
- To Edit the Page
- Editing Page Properties
- Viewing Page History
- Deleting a Page

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