

## SharePoint 2016 End User Training (55199)

- **Formato do curso:** Presencial e Live Training
- **Localidade:** Porto
- **Data:** 09 Nov. 2020 a 13 Nov. 2020
- **Preço:** 1120€
- **Horário:** Laboral - 9h30 - 17h30
- **Duração:** 21 horas

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.

### Destinatários

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

### Pré-requisitos

- Students are expected to be comfortable in Windows.

### Objectivos

- Learn to navigate a SharePoint 2016 Team Site.
- Learn to create SharePoint lists.
- Learn to customize SharePoint lists.
- Learn to create SharePoint libraries.
- Learn to manage library document versions.
- Learn to create SharePoint list and library views.
- Learn to create sub sites using various SharePoint templates.
- Learn to create and edit Web page content.
- Learn to create InfoPath Forms and Form libraries.
- Learn to create Site columns and content types.
- Learn to integrate Office applications with SharePoint 2016.
- Learn to manage basic permissions of SharePoint 2016 resources.

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# Programa

## **Module 1: SharePoint 2016 Introduction**

- SharePoint 2016 Introduction

### **Lab : Team Site Navigation**

- Team Site Navigation

## **Module 2: SharePoint List Basics**

- SharePoint List Basics

### **Lab : SharePoint List Basics**

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

## **Module 3: Library Basics**

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

### **Lab : Library Basics**

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

## **Module 4: Working with Lists and Library Views**

- Default Views
- Custom Views

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

- Working with Views
- Creating Public and Personal Views

## **Module 5: Working with Sites**

- Site Templates
- Creating Sites
- Site Navigation

### **Lab : Working with Sites**

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

## **Module 6: Page Content**

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

### **Lab : Page Content**

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

## **Module 7: Forms Library**

- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint

### **Lab : Forms Library**

- Creating and Publishing InfoPath Forms

## **Module 8: Site Columns and Content Types**

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

### **Lab : Site Columns and Content Types**

- Creating and Working with Content Types
- Adding a Content Type to a Library

## **Module 9: Office Integration**

- Excel Integration
- Outlook Integration
- Access Integration

### **Lab : Office Integration**

- Excel Integration
- Outlook Integration
- Access Integration

## **Module 10: Managing SharePoint Site Permissions**

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance

### **Lab : Managing SharePoint Site Permissions**

- Working with SharePoint Permissions

### **Module 11: Participating in User Communities**

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Document Newsfeed
- Site Newsfeed
- Tag Newsfeed
- Managing Personal Sites

### **Lab : Participating in User Communities**

- Managing and Viewing Personal Information and Content