

SharePoint 2016 End User Training (55199)

- **Formato do curso:** Presencial e Live Training
- **Localidade:** Lisboa
- **Data:** 20 Jun. 2022 a 22 Jun. 2022
- **Preço:** 1120€
- **Horário:** Laboral - das 9h00 às 17h00
- **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.

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