



## 55199: SharePoint 2016 End User Training

Microsoft - Sharepoint

- **Nível:** Entrada
  - **Duração:** 21h
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### Sobre o curso

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:**

- 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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### Destinatários

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

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# Pré-requisitos

Students are expected to be comfortable in Windows.

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## Programa

- 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

### **SharePoint 2016 Introduction**

- SharePoint 2016 Introduction

Lab : Team Site Navigation

- Team Site Navigation

### **SharePoint List Basics**

- SharePoint List Basics

Lab : SharePoint List Basics

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

### **Library Basics**

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Lab : Library Basics

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

### **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

### **Working with Sites**

- Site Templates
- Creating Sites
- Site Navigation

Lab : Working with Sites

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

### **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

### **Forms Library**

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

Lab : Forms Library

- Creating and Publishing InfoPath Forms

### **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

### **Office Integration**

- Excel Integration
- Outlook Integration
- Access Integration

Lab : Office Integration

- Excel Integration
- Outlook Integration
- Access Integration

### **Managing SharePoint Site Permissions**

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

Lab : Managing SharePoint Site Permissions

- Working with SharePoint Permissions

### **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