



Microsoft® SharePoint® 2016

Site Member

Course Description

Course Overview: In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® 2016 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web-based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you, and collaborate with colleagues more effectively.

Target Student: This course is designed for existing Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, who will need to access information and collaborate with team members on a Microsoft SharePoint team site.

Prerequisites: To ensure your success, the following CompuTrain courses or equivalent knowledge is recommended:

- Any or all of the courses in the Microsoft Office 2013 or 2016 curriculum.

Course Objectives

Upon successful completion of this course, students will be able to:

- Interact with SharePoint Team Sites.
- Work with documents, content, and libraries.
- Interact in SharePoint.
- Work with Lists.
- Integrate SharePoint with Microsoft Office.

Course Content

Lesson 1: Interacting with SharePoint Team Sites

- Access SharePoint Sites
- Navigate SharePoint Sites

Lesson 2: Working with Documents, Content, and Libraries

- Upload Documents
- Search for Documents and Content

Lesson 3: Interacting in SharePoint

- Update and Share Your Profile
- Follow and Share Content

Lesson 4: Working with Lists

- Add and Modify List Items
- Configure List Views
- Filter and Group Data with List Views

Lesson 5: Integrating with Microsoft Office

- Access and Save Microsoft Office Documents with SharePoint
- Manage Document Versions
- Work with SharePoint Data from Outlook