SharePoint (2016)
Essentials (Site User)
1 day

Pre-requisites

Before taking this course, you should be familiar with Windows 10 and the Office 2016 suite and/or have equivalent experience.

Description

Do you need to:

- Gain an understanding of the SharePoint 2016 interface and functionality?
- Use the New Recycle Bin in OneDrive
- Understand Open Document Format(ODF)
- Use the Hybrid Cloud search

Aim

This course aims to introduce users to understand SharePoint 2016 enhanced user experience, Cloud inspired infrastructure, integrated, unified hybrid experiences and reporting.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Understand what's new in SharePoint 2016?
- Access and navigate SharePoint content
- Add, upload, modify, delete, search for, and preview documents in document libraries
- Understand the difference between Edit and Check Out
- Work with different versions of documents
- Add meetings to your Team Calendar
- ODF for documents
- Durable links
- Create views, and filter and group items in a library
- Create and edit pages
- Synchronise SharePoint data offline
- Create Alert notifications

- Know the differences between previous versions of SharePoint

Topics Covered

Key topics covered on this course include:

SharePoint 2016 Introduction

- Introduction to SharePoint 2016
- Quick Launch bar
- The Settings button
- Site pages pinning
- One drive for business
- Hybrid in SharePoint 2016

New Document library accessibility features

- Upload and edit documents
- Image preview in document libraries
- Accessibility features
- Check in / Check out documents
- Deleting documents and the Recycle bin
- Filtering Libraries
- Versioning
- Views
- Hybrid Cloud Search

Work with Lists

- Team Site Calendar
- Conversations
- Survey
- Custom List

New web parts and Apps

- Embed
- Bing maps
- News headlines and many more

Notifications

- Alerts
  - Extra navigation techniques

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