

**Introduction to SharePoint 2016 for End Users**

**Course Number:** SHPT-430
**Duration:** 2 days

**Overview**

Accelebrate's SharePoint for End User course teaches attendees how to use and achieve maximum productivity with SharePoint 2016. Attendees acquire the skills needed for collaboration, managing information and documents, and working effectively with SharePoint web sites.

**Prerequisites**

Attendees should have experience using a Web browser and interacting with Web-based systems. Experience with any version of Microsoft Office and with a previous version of SharePoint will be helpful, but not required.

**Materials**

All SharePoint training students receive comprehensive courseware.

**Software Needed on Each Student PC**

* Microsoft Office Professional 2016 or higher, with the latest updates.
* Microsoft Edge
* A site collection on your SharePoint 2016 server also needs to be available for class, with each attendee having her/his own site within the collection. We have an easy-to-use setup sheet that describes how to prepare the site collection and sites for the class, and we are glad to check your setup remotely via screen share after it is completed.

**Objectives**

* Understand the essentials of SharePoint features including collaboration, integration with Office and managing access through permissions
* Understand sites and site collections and navigate a SharePoint site
* Work with information and documents in lists and libraries, including versioning and checkout
* Learn how to find information and people within a site or site collection
* Create and manage web pages using app parts and web parts
* Automate business processes by using SharePoint workflows
* Integrate SharePoint with Microsoft Office programs
* Optional objectives that can be swapped for other units in the course or added in a three-day course:
	+ Manage, configure and customize lists and libraries for efficiency and productivity
	+ Work with a personal site and manage documents in OneDrive for Business
	+ Create and manage sites, including permissions
	+ Create and manage social features, including wikis, blogs and community sites
	+ Create and manage tasks, project sites and projects
	+ Work with business intelligence, including dashboards and Power View visualizations
	+ Manage and monitor company content, including documents and records

**Outline**

* Introduction
	+ Get started with SharePoint
	+ Collaborate and share within teams
	+ Control access to SharePoint sites
	+ Use SharePoint integration with Office
* Navigate SharePoint sites
	+ Navigate home pages and SharePoint sites
	+ Understand site structure
	+ Customize site navigation
	+ Work with the ribbon
	+ Navigate lists and libraries
	+ Understand web parts and app parts
	+ Work with the Recycle Bin
* Work with content in lists and libraries
	+ Discover lists and libraries in a site
	+ Create and populate lists
	+ Create and populate libraries
	+ Check files out and work with versions
	+ Organize lists and libraries
	+ Delete and restore list items and documents
	+ Stay up to date with content changes
	+ Work offline
* Search for Information and People
	+ Search SharePoint sites
	+ Target search queries
	+ Create and manage terms
	+ Influence relevance rankings
	+ Configure search behavior
	+ Customize search results pages
	+ Define visibility and indexing for sites
	+ Search for people
* Work with Web Pages
	+ Understand SharePoint pages
	+ Create pages
	+ Add content to pages
	+ Manage pages
	+ Use app parts and web parts
* Work with Workflows
	+ Automate business processes by using SharePoint
	+ Use built-in workflows
	+ Interact with workflows
	+ Manage workflows
* Collaborate with Office Programs by Using SharePoint
	+ Edit documents in Office
	+ Share OneNote notebooks with SharePoint
	+ Import data from and export data to Excel spreadsheets
	+ Work with SharePoint content in Outlook
	+ Integrate Access with SharePoint
* Conclusion
* Optional topics that can be swapped for other units in the course or added in a three-day course:
	+ Make lists and libraries work for you
	+ Work with My Site and OneDrive for Business
	+ Create and manage sites
	+ Work with wikis, blogs, and community sites
	+ Manage work tasks
	+ Work with business intelligence
	+ Manage and monitor content