

Course duration

- 1 day

Course Benefits

- Start using SharePoint for communication and collaboration.
- Navigate a SharePoint Team Site with confidence.
- Create and customize SharePoint lists quickly.
- Use SharePoint libraries, manage document collaboration, and control versioning to stay organized.
- Create and customize views.
- Build team sites, blog sites, and all the other sites you need for business success.

Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

Course Outline

1. SharePoint 2016 Introduction
 1. SharePoint Versions
 2. Team Site Layout and Navigation
 3. Layout
 4. Navigation
 5. Exercise: Team Site Navigation
2. SharePoint List Basics
 1. Creating Apps Using List Templates
 2. Creating Lists
 3. Creating Lists Using List Templates
 4. List Columns
 5. Creating List Columns
 6. Column Validation
 7. Validating a List Column
 8. Exercise: Working with Team Site Lists
 9. Exercise: Create Custom Lists and Columns

- 3. Library Basics
 - 1. Library Templates
 - 2. Creating Libraries
 - 3. Creating a Document Library and Adding Columns
 - 4. Creating an Asset Library
 - 5. Managing Documents and Versioning
 - 6. Checking Out Documents
 - 7. Deleting and Restoring Documents
 - 8. Versioning
 - 9. Exercise: Working with Team Site Libraries
 - 10. Exercise: Creating Libraries
 - 11. Exercise: Document Versioning
- 4. Working with Lists and Library Views
 - 1. Default Views
 - 2. Explore Default Views
 - 3. Custom Views
 - 4. How to Create a Custom View
 - 5. Exercise: Working with Views
 - 6. Exercise: Creating Public and Personal Views
- 5. Office Integration
 - 1. Excel Integration
 - 2. Outlook Integration
 - 3. Access Integration
- 6. Working with Sites
 - 1. Site Templates
 - 2. Creating Sites
 - 3. Creating a Team Site
 - 4. Site Navigation
 - 5. Managing Site Navigation
 - 6. Exercise: Creating Team Sites
 - 7. Exercise: Creating a Meeting Workspace
 - 8. Exercise: Creating a Blog Site

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Follow-on Courses

- [SharePoint 2016 Site Owner Training](#)

