MS55199 - SharePoint 2016 End User Training

Microsoft - Sharepoint - Sistemistica

Durata:	Lingue:	Certificazione:
3 Giorni	**Italiano**	**-**

Descrizione del corso

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.

Programma

Module 1: SharePoint 2016 Introduction
- SharePoint 2016 Introduction

Module 2: SharePoint List Basics
- SharePoint List Basics

Module 3: Library Basics
- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Module 4: Working with Lists and Library Views
- Default Views
- Custom Views

Module 5: Working with Sites
- Site Templates
- Creating Sites
- Site Navigation

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Module 6: Page Content
• Wiki Library Pages
• Web Part Pages
• Working with Web Parts

Module 7: Forms Library
• Creating a Forms Library
• Creating InfoPath Forms
• Publishing InfoPath Forms to SharePoint

Module 8: Site Columns and Content Types
• Site Column Gallery
• Creating Site Columns
• Site Content Type Gallery
• Creating Content Types

Module 9: Office Integration
• Excel Integration
• Outlook Integration
• Access Integration

Module 10: Managing SharePoint Site Permissions
• SharePoint Groups
• Assigning Permissions
• Permission Levels
• Permissions Inheritance

Module 11: Participating in User Communities
• Configure User Profiles and My Sites
• Newsfeeds
• People Newsfeeds
• Document Newsfeed
• Site Newsfeed
• Tag Newsfeed
• Managing Personal Sites