



## MS55199 - SharePoint End User Training

Microsoft - Sharepoint - Sistemistica

Durata:

**3 Giorni**

Lingue:

**Italiano**

Certificazione:

-

### 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

#### ITCore Group

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- Site Navigation

#### 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

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