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Seminar/ILT – SharePoint 2016

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: The skills and knowledge acquired in this course are sufficient to be able to get started and build your understanding and knowledge of Microsoft SharePoint 2016. Users will also be able to navigate and personalise features of SharePoint 2016 relevant to their permission levels.

Skills Gained: On completion of this course students should be able to:

- Understand the basics of SharePoint components
- Work with documents, lists and libraries
- Use and create views
- Perform searches in SharePoint
- Use keyboard shortcuts

Key Topics: SharePoint 2016
- Getting to know SharePoint
- Upload Files and Folders
- Tiles
- Documents
- Create a New Document
- Check In/Check Out a File
- Document Versions
- Share a Document
- Team Sites
- Get a Link
- Document Views
- Create a View
- Search
- Image and Video Preview
- Pin to Top
- Synchronise
- Follow a Document or Site
- Alert Me
- Keyboard Shortcuts

Target Audience: This course is designed for users who have general experience with using Microsoft Office.

Prerequisites: This course assumes little or no knowledge of earlier versions of Microsoft SharePoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.