Microsoft SharePoint 2016 for Users (Level II)

At its core, SharePoint is a web-based product that is installed on a server either on premise or in the cloud, that allows for collaboration between individuals, teams, and organizations. The goal of this training is to provide you with the knowledge and skills to effectively create your own SharePoint sites.

## Course Content – Part I Course Content – Part II

### Lesson 1: Create a SharePoint Site

Topic A: Identify Site Types

Topic B: Learn Naming Conventions

Topic C: Decide on Design Elements

### Lesson 2: Create Pages

Topic A: Identify Page Types

Topic B: Add and Edit a Page

Topic C: Change Page Layouts

Topic D: Add Web Parts to a Page

Topic E: Publish a Page

Topic F: Create a Wiki Page and Links

### Lesson 3: Add Content to your Site

Topic A: Add a Document Library

Topic B: Import a Contact List

Topic C: Add and Edit List Items

Topic D:Add List Attachments

Topic E: Add an Announcement App

Topic F: Add a OneNote Notebook

### Lesson 4: Add a Project Subsite

Topic A: Understand Inheritance

Topic B: Add New Security Groups

Topic C: Add a Task List

### Lesson 5: Interacting with Office Apps

Topic A: Send the Task List to Outlook

Topic B: Export to Excel

Topic C: Import from Excel

Topic D: Add an Interactive Workbook

### Lesson 6: List and Library Users and Permissions

Topic A: Permission Levels

Topic B: SharePoint Groups

### Lesson 7: Sharing a SharePoint Site

Topic A: Broadcasts your Site

Topic B: Follow your Site

### Lesson 8: Co-authoring in Word

Topic A: Invite other Editors

Topic B: Identify who is Editing

### Lesson 9: Using WorkFlows

Topic A: Purpose of Workflows

Topic B: Create a Document Approval