Microsoft SharePoint 2016 for Users (Level 1)

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 work within the SharePoint environment.

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

### Lesson 1: Navigating the SharePoint Environment

Topic A: Global Navigation

Topic B: Top Link Navigation

Topic C: Quick Launch Navigation

Topic D: Browsing

Topic E: Accessing Tab Data

### Lesson 2: Working with Documents

Topic A: Use a Document Library

Topic B: Create a new Document in a library

Topic C: Open a Document with the App Online or the Desktop App

Topic D: Upload Documents

Topic E: Check Out and Check In

Topic F: Version Control

Topic G: Follow a Document

### Lesson 3: Working with Lists

Topic A: Create a List

Topic B: Best Practices in Naming a list

Topic C: Add and Edit List Items

Topic D:Add Document Attachments

Topic E: Create Alerts

### Lesson 4: Organize lists and libraries

Topic A: Create Folders in Lists or Libraries

Topic B: Add New Document Libraries

Topic C: Use New and Existing Columns to Sort, Filter and Group

### Lesson 5: Creating Views

Topic A: Sort and Filter Permanently

Topic B: Create Custom columns

Topic C: Reorder Columns

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

Topic A: Permission Levels

Topic B: SharePoint Groups

### Lesson 7: Sharing Content

Topic A: Share files and folders in a library

### Lesson 8: Search for Information and People

Topic A: Search SharePoint Sites

Topic B: Search Documents

Topic C: Use Refiners and Verticals

Topic D: Customize Search Result Pages

Topic E: Define Visibility and Indexing for Sites