PRODUCT INFORMATION

WBT SHAREPOINT 2016

WHAT DOES THIS COURSE OFFER YOU?

This course provides basic knowledge on using Microsoft SharePoint 2016. Individual functions are explained on the basis of Video Nuggets and usage reinforced through exercises. Prerequisite for the course is basic knowledge in using Microsoft Office.

Learning time: 4,5 hours
Languages: English, German, Chinese
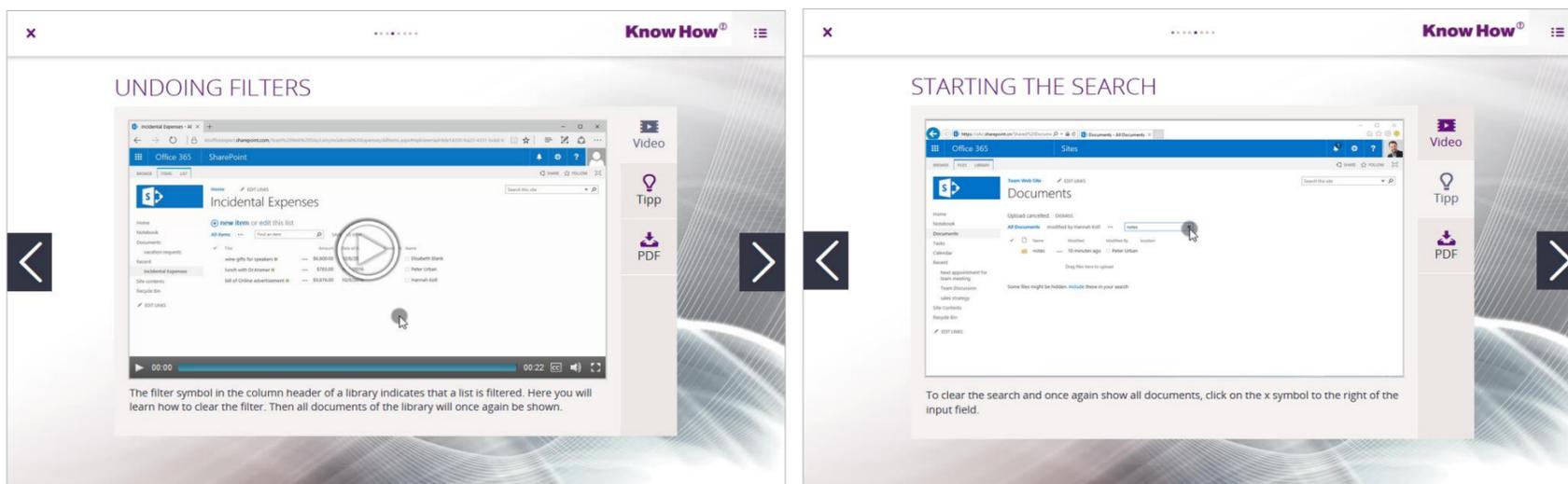
Summary

Chapter	Section	Nuggets
Basics	Editing documents	Reading a document
		Edit document
		Editing a document in the web app
		Creating a document
		Renaming documents
		Delete documents
	Quick access on SharePoint	Set a ShrePoint site as a favorite in your browser
		Pinning a SharePoint site to the jump list
		Opening the library with Windows Explorer
		Creating a SHarePOint library as a drive
		Synchronizing SharePoint with the local computer
		Configuringquick access to SharePoint in the Explorer
		Pausing and continuing synchronization
	Structuring elements	Sorting entries
		Applying filters
		Undoing filters
		Starting the search
		Linking to a sub-page in the navigation
	Navigation and structure	Creating a site
		Navigation elements: Changing the name and order
		Adding a description to a website
		Create a subpage and provide it with content
	Polls	Creating a survey with the app
		Participating in a survey
		Visualizing a survey result
		Visualizing survey results on the home page
		Exporting a survey result to Excel
Organizing a workspace	Uploading and downloading documents	Uploading a file to the document library
		Uploading a file via the Explorer view
		Downloading a copy of a document
	Version management	Opening older versions
		Restoring older versions
		Deleting older versions
		Publishing a minor version as a major version
		Allow only major versions
	Checking out and in	Checking out a file
		Checking in a file
		Discard check out
		Displaying the checked-out documents of all users
		Requiring the checking out of a document

	Views	Changing a view
		Creating a new view
		Editing a custom view
		Changing the standard view
		Quick Edit mode
	Lists	Creating a list
		Editing a list
		Adding list entries
		Exporting a list to Excel
	Recycle bin	Opening the recycle bin
		Sorting the recycle bin
		Restoring a document
	Working with metadata	Adding a new metadata column to the library
		Changing and deleting tags
		Tagging documents with metadata
		Categorizing a document using hashtags
	Working with files	Creating a folder
		Renaming folders
		Deleting a folder or documents
Collaborating in the workspace	Working toghter and simultaneously	Co-editing a document in the Web App
		Simultaneously editing a document in the classic program
		Creating a notebook on SharePoint
	Following and alerts	Following a document
		Configuring change alerts for a document
		Following a SharePoint site
		Configuring a change alert for library
	Discussions	Adding the Dsicussion Board app
		Craeting a discussion item
		Replying to a discussion item
		Shwoing omly your own discussions
		Editing your own discussion item
		Deleting your own items
		Configuring alerts for a discussion
		Marking an item with "Like"
	Sharing	Sharing a file for external users
		Assigning permissions
		Requesting sharing of site for outside persons
	Calendar	Creating an appointment in the SharePoint calendar
		Creating an appointment series in the team calendar
		Tagging appointments
		Synchronizing a calendar with Outlook
		Creating an appointment for a SharePoint calendar in Outlook
	Tasks	Creating tasks
		Synchronizing task with Outlook
		Delegating task with SharePoint
	Workflow	Creating a workflow
		Starting a workflow
		Blocking or deleting a workflow
3 Chapters	**20 Sections**	**88 Nuggets**