

## Microsoft® SharePoint® 2016: Site User

### Course Specifications

**Course Number:** ELK91-068\_rev1.0n

**Course Length:** 1.0 day

### Course Description

In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® 2016 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web-based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track, and advance issues and topics most important to you, and collaborate with colleagues more effectively.

**Course Objective:** In this course, you will be able to use resources on a typical SharePoint Team Site in the course of performing normal business tasks.

You will:

- Interact with SharePoint Team Sites.
- Work with documents, content, and libraries.
- Interact in SharePoint.
- Work with Lists.
- Integrate SharePoint with Microsoft Office.

**Target Student:** This course is designed for Microsoft® Windows® and Microsoft® Office users who are transitioning to a SharePoint environment, and who need to access information from and collaborate with team members on a Microsoft SharePoint Team Site.

**Prerequisites:** To ensure your success in this course, you should have basic end-user skills with Microsoft Windows 8 or later, and any or all of the Microsoft Office 2013 or 2016 suite components, plus basic competence with Internet browsing. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- Using Microsoft® Windows® 8.1 or Using Microsoft® Windows® 10
- Any or all of the courses in the Microsoft Office 2013 or 2016 curriculum

## Hardware Requirements

This course requires four server computers, and one workstation for each student and one for the instructor. The Domain Controller computer must have 4 GB of RAM, the Exchange Server must have 6 GB of RAM, and the SharePoint server computer must have at least 12 GB of RAM or you will likely encounter errors during or after setup that are related to low memory conditions. The Office Online Server can run with as little as 6 GB of RAM. The student workstations should be standard Windows 10 installations.

If you need to reduce the number of servers, you can combine the Domain Controller and the Exchange server onto one server. This may cause some issues like the Exchange services not starting automatically on start up. You will have to manually start each service or run the StartExchangeServices.bat file in the C:\091068Data\Setup\DT-Exch folder. To combine the servers, perform all steps for DT-DC. Then perform the steps starting with Step 8. Replace any instances of DT-Exch with DT-DC. The machine should have at least 8 GB of RAM.

If you are using Hyper-V virtual machines, in the Firmware section of Hyper-V Manager Settings, uncheck the Enable Secure Boot option. Otherwise, when attempting to install updates, the updates will fail.

Each computer will need the following minimum hardware configurations:

### DT-DC

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 4 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### DT-Exch

- 2 GHz (I5 or better) or faster 64-bit (x64) CPU
- 6 gigabytes (GB) RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

## Course Outline

### SharePoint

- 2 GHz (I5 or better) or faster 64-bit (×64) CPU
- 12 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Assign at least two processor cores if you are running this server in a virtual environment
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### DT-Off-Online

- 2 GHz (I5 or better) or faster 64-bit (×64) CPU
- 6 GB RAM (64-bit)
- 100 GB available hard disk space
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### WorkstationX

- 2 GHz (I5 or better) or faster 32-bit (×86) or 64-bit (×64) CPU
- 3 GB RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1,024×768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

## Software Requirements

### DT-DC

- Microsoft® Windows Server® 2012 R2 Standard

### DT-Exch

- Microsoft® Exchange Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

## Course Outline

### SharePoint

- Microsoft® SharePoint® Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

### DT-Off-Online

- Microsoft® Office Online® Server 2016
- Microsoft® Windows Server® 2012 R2 Standard

### WorkstationX

- Microsoft® Office Professional Edition 2016
- Microsoft® Windows® 10

## Course Content

### Lesson 1: Interacting with SharePoint Team Sites

- Topic A: Access SharePoint Sites
- Topic B: Navigate SharePoint Sites

### Lesson 2: Working with Documents, Content, and Libraries

- Topic A: Upload Documents
- Topic B: Search for Documents and Content

### Lesson 3: Interacting in SharePoint

- Topic A: Update and Share Your Profile
- Topic B: Follow and Share Content

### Lesson 4: Working with Lists

- Topic A: Add and Modify List Items
- Topic B: Configure List Views
- Topic C: Filter and Group Data with List Views

### Lesson 5: Integrating with Microsoft Office

- Topic A: Access and Save Microsoft Office Documents with SharePoint
- Topic B: Manage Document Versions
- Topic C: Work with SharePoint Data from Outlook