



# **Microsoft SharePoint 2016 Complete Training Course**



**AGILE LEADERS**  
Training Center

# Microsoft SharePoint 2016 Complete Training Course

## Microsoft SharePoint 2016 Complete Training Course Overview:

Unlock the full potential of SharePoint with our Microsoft SharePoint 2016 Complete Training Course. Whether you are a developer or an end-user, this comprehensive training covers everything from Microsoft SharePoint overview to Microsoft SharePoint server licensing. Our certified experts offer an in-depth Microsoft SharePoint certification training, emphasizing real-world applications like Microsoft SharePoint contract management and Microsoft SharePoint backup.

## Target Audience:

- SharePoint Developers
- IT Administrators
- Project Managers
- End-Users Target this course for skill development in Microsoft SharePoint services, Microsoft SharePoint introduction, and Microsoft certified SharePoint developer training.

## Targeted Organizational Departments:

- IT Department
- Project Management
- Operations
- Legal Departments requiring Microsoft SharePoint overview and Microsoft SharePoint uses would benefit greatly from this training.

## Targeted Industries:

- Healthcare
- Finance
- Manufacturing
- Legal
- Government Industries facing challenges in data management, compliance, and Microsoft SharePoint server licensing would benefit from this course.

## Course Offerings:

By the end of the course, participants will be able to:

- Understand Microsoft SharePoint overview and Microsoft SharePoint uses
- Practical training in Microsoft SharePoint online training
- Hands-on Microsoft SharePoint designer training
- Learn Microsoft 365 SharePoint and Microsoft SharePoint backup

## Training Methodology:

We employ a holistic approach to Microsoft SharePoint 2016 training. Participants engage in interactive sessions, group work, and case studies. Practical lessons in Microsoft SharePoint certification training and Microsoft SharePoint contract management ensure real-world applicability.

## Course Toolbox:

- Workbook with Microsoft SharePoint overview
- Microsoft lists in SharePoint checklists
- OneDrive for business sync tools
- Microsoft SharePoint services online resources

## Course Agenda:

### Day 1: Getting Started with SharePoint 2016

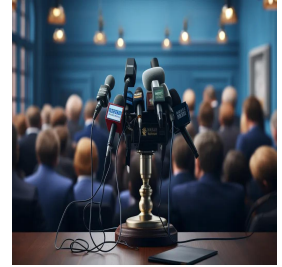
- **Topic 1:** Introduction to SharePoint 2016 and its Core Functions
- **Topic 2:** Overview of Collaboration and Sharing Within Teams
- **Topic 3:** Understanding Access Control to SharePoint Sites
- **Topic 4:** Basic Integration of SharePoint with Microsoft Office
- **Topic 5:** Comparing Different SharePoint Products
- **Reflection & Review:** Assessing Your Current Familiarity and Goals with SharePoint 2016

### Day 2: Navigating and Customizing SharePoint

- **Topic 1:** How to Navigate Home Pages and SharePoint Sites
- **Topic 2:** Understanding the Structure of SharePoint Sites
- **Topic 3:** Customizing Site Navigation
- **Topic 4:** Working with the SharePoint Ribbon
- **Topic 5:** Understanding Lists, Libraries, Web Parts, and App Parts
- **Reflection & Review:** Tips and Tricks for Efficient Navigation

## Day 3: Content Management in Substack Libraries

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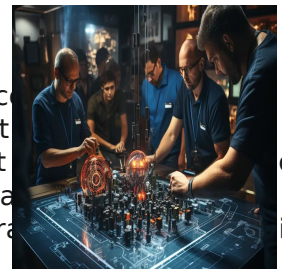
## Day 4: Advanced Features and Search Capabilities

- | Finance and Accounting Training Courses  | Agile PM and Project Management Training Courses | Certified Courses By International Bodies |
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| <ul style="list-style-type: none"><li>• <b>Topic 1:</b> Utilizing List and Library Settings</li><li>• <b>Topic 2:</b> Managing Permissions and Sharing Content</li><li>• <b>Topic 3:</b> Advanced Features like Content Types and Views</li><li>• <b>Topic 4:</b> Introduction to SharePoint's Search Functionality</li><li>• <b>Topic 5:</b> Tips for Effective Searching and Finding Information</li></ul> |  |   |



- **Topic 4:** Managing and Creating Community and Blog Sites
- **Topic 5:** Work Task Management in SharePoint
- **Reflection & Review:** Personalizing Your SharePoint Experience for Maximum Productivity

## How This Course is Different from Other Microsoft SharePoint



- | IT Security Training & IT Training Courses | Leadership and Management Training Courses | Legal Training, Procurement and Contracting Courses | Maintenance Training and Engineering Training Courses |
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# Training Course Categories



**Marketing, Customer Relations, and Sales Courses**



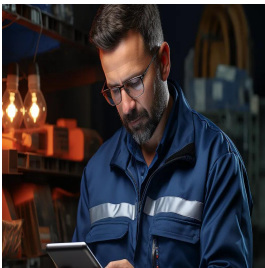
**Occupational Health, Safety and Security Training Courses**



**Oil & Gas Training and Other Technical Courses**



**Personal & Self-Development Training Courses**



**Quality and Operations Management Training Courses**



**Secretarial and Administration Training Courses**



## Training Cities



**Accra - Ghana**



**Amman - Jordan**



**Amsterdam - Netherlands**



**Baku - Azerbaijan**



**Bali - Indonesia**



**Bangkok - Thailand**



**Barcelona - Spain**



**Cairo - Egypt**



**Cape town - South Africa**



**Casablanca - Morocco**



**Doha - Qatar**



**Dubai - UAE**



**Geneva - Switzerland**



**Istanbul - Turkey**



**Jakarta - Indonesia**



**Johannesburg - South Africa**

# Training Cities



**Kuala Lumpur - Malaysia**



**Langkawi - Malaysia**



**London - UK**



**Madrid - Spain**



**Manama - Bahrain**



**Milan - Italy**



**Nairobi - Kenya**



**Paris - France**



**Phuket - Thailand**



**Prague - Czech Republic**



**Rome - Italy**



**Sharm El-Sheikh - Egypt**



**Tbilisi - Georgia**



**Tokyo - Japan**



**Vienna - Austria**



**Zanzibar - Tanzania**



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# Training Cities



**Zoom - Online  
Training**



# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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