

# SharePoint 2016, for designers

**Hands-on course of 2 days - 14h**

**Ref.: AHC - Price 2025: 1 380 (excl. taxes)**

*The price for the 2026 session dates may be revised*

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Use Office in SharePoint

Manage content types, site columns, and the term store

Set up workflows

Participants

Setting up and configuring the various components of a SharePoint site: Lists, libraries, pages, navigation, security, w

## TRAINING PROGRAM

# THE PROGRAMME

last updated: 04/2024

### 1) » Overview of SharePoint Server 2016

- Users/contributors view and administrators.
- Sites, Lists, Document Libraries, and Web Parts.
- Team and community sites. Hierarchy of a site.
- What's new in SharePoint 2016.
- Hands-on work ↗Using the ribbon, navigating in the properties menu.

### 2) » Managing lists and document libraries

- Creating a team site. Using lists and libraries.
- Customizing lists and libraries, creating views.
- Managing metadata.
- Sharing a document, creating Wiki pages.
- Handling directories.
- Hands-on work ↗Using lists and libraries. Creating and reusing models.

### 3) » SharePoint 2016 navigation and search

- Automatic, customized, and metadata navigation.
- Architecture of information sites.
- Search, search index, advanced search, extended search.
- Web Parts and search site.
- Customizing search results.
- Hands-on work ↗Metadata navigation. Searching for content and customization search.

### 4) » Office integration

- Exchange between SharePoint and the Office suite.
- Collaboration with Word, Excel, PowerPoint.
- Advanced configuration with InfoPath and SharePoint Designer.
- Outlook integration and SharePoint synchronization.
- Hands-on work ↗Publication and collaborative work in Word. Integrating a PowerPoint presentation or Excel graph into a p

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

## 5) » Type of content

- Architecture of content types.
- Managing content types and site columns.
- Using metadata with content types.
- Advanced configuration of document libraries.
- Hands-on work ↪Creating and managing content types and site columns. Advanced configurations of lists and libraries.

## 6) » Security management

- Guiding principles: Authentication and authorization.
- Best practices.
- Hands-on work ↪Setting up access: Site, lists, libraries, pages.

## 7) » Workflows

- Site, list, and reusable workflows.
- Creation, configuration and deployment of workflows.
- Creating a workflow in SharePoint and SharePoint Designer.
- Hands-on work ↪Designing and using a workflow.

# DATES

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## REMOTE CLASS

2025 : 27 oct.

2026 : 26 mars, 18 mai, 01 oct.,  
17 déc.