



# دورة تدريب شاملة لإتقان أساسيات ومهارات Microsoft SharePoint 2016



**AGILE LEADERS**  
Training Center

23 - 27 Mar 2027  
دبي - Road Zayed Sheikh Marriott by Inn Residence



## دورة تدريب شاملة لإتقان أساسيات ومهارات 2016 SharePoint Microsoft

الرجوع: 14\_11171 التاريخ: 23 - 27 Mar 2027 الموقع: دبي - Road Zayed Sheikh Marriott by Inn Residence الرسوم: 6500 Euro

### 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

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

### Day 2: Navigating and Customizing SharePoint

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



### Day 3: Content Management in Lists and Libraries

- Introduction to Lists and Libraries Topic 1:
- Creating and Populating Lists and Libraries Topic 2:
- Version Control and Checking Files in and Out Topic 3:
- How to Organize Content in Lists and Libraries Topic 4:
- Working Offline and Setting Up Alerts Topic 5:
- Best Practices for Content Management Reflection & Review:

### Day 4: Advanced Features and Search Capabilities

- Utilizing List and Library Settings Topic 1:
- Managing Permissions and Sharing Content Topic 2:
- Advanced Features like Content Types and Views Topic 3:
- Introduction to SharePoint's Search Functionality Topic 4:
- Tips for Effective Searching and Finding Information Topic 5:
- Leveraging SharePoint's Advanced Features Reflection & Review:

### Day 5: Social Features and Personal Spaces

- Introduction to My Site and OneDrive for Business Topic 1:
- Using the Newsfeed Page for Collaboration Topic 2:
- Understanding SharePoint Pages - Web Part Pages, Wiki Pages, Publishing Pages Topic 3:
- Managing and Creating Community and Blog Sites Topic 4:
- Work Task Management in SharePoint Topic 5:
- Personalizing Your SharePoint Experience for Maximum Productivity Reflection & Review:

## How This Course is Different from Other Microsoft SharePoint 2016 Training Courses:

Our Microsoft SharePoint 2016 Complete Training Course is designed to offer comprehensive knowledge that goes beyond typical Microsoft SharePoint training courses. Not only do we cover basic and advanced features, but we also delve into niche topics like Microsoft SharePoint foundation workflow timer service and OneDrive for business sync. Whether you are preparing for Microsoft SharePoint certification or seeking practical skills in Microsoft SharePoint contract management, this course has it all.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



بورنو - البرتغال



برلين - ألمانيا



برشلونة - إسبانيا



براغ - جمهورية التشيك



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



زنجبار - تنزانيا



روما - إيطاليا



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سنغافورة - سنغافورة



سان دييغو - الولايات المتحدة الأمريكية

## مدن التدريب



طوكيو - اليابان



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الأمريكية



فيينا - النمسا



فرانكفورت - ألمانيا



عن بعد - منصة زوم



عمان - المملكة الأردنية الهاشمية



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا

## مدن التدريب



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا

# 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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## CONTACT US

 UAE, Dubai Investment Park First

 +971585964727  
+447700176600

 [sales@agile4training.com](mailto:sales@agile4training.com)