

Appendix B

SharePoint 2016 CALs and SharePoint Online plans required to perform the practice tasks

The practice tasks in this book cover features across SharePoint 2016 solutions deployed on-premises and SharePoint Online.

SharePoint 2016 solutions provide different sets of features and functionality, depending on the client access license (CAL). The two available CALs are:

- SharePoint Server 2016 Enterprise CAL
- SharePoint Server 2016 Standard CAL

SharePoint Online standalone subscription plans provide different sets of features and functionality, depending on the plan you are subscribed to. The two available plans are:

- SharePoint Online subscription plan P1
- SharePoint Online subscription plan P2

To perform a practice task in this book, you need a SharePoint 2016 on-premises solution or SharePoint Online subscription plan that includes the SharePoint features used in that practice task. The following table lists the practice task sets and the SharePoint 2016 CALs and SharePoint Online subscription plans that you can use to perform the tasks in each set. The practice task sets are grouped by chapter.



TIP The practice tasks in this book focus on the SharePoint classic experience, or classic mode. For instructions on how to switch to SharePoint classic experience in modern lists and libraries, see the “To switch to the classic SharePoint experience from a modern list or library” procedure in the “Compare SharePoint products” topic in Chapter 1, “Introduction to SharePoint 2016.”



SEE ALSO For SharePoint 2016 and SharePoint Online feature availability, see Appendix C, “SharePoint feature availability,” in the downloadable content for this book.

Practice task sets	SharePoint Server 2016 CAL		SharePoint Online subscription plan (classic mode)	
	Standard	Enterprise	P1	P2
Chapter 1: Introduction to SharePoint 2016				
Get started with SharePoint	Yes	Yes	Yes	Yes
Collaborate and share within teams	Yes	Yes	Yes	Yes
Collaborate and share within teams	Yes	Yes	Yes	Yes
Control access to SharePoint sites	Yes	Yes	Yes	Yes
Use SharePoint integration with Office	Yes	Yes	Yes	Yes
Compare SharePoint products	n/a	n/a	Yes	Yes
Chapter 2: Navigate SharePoint sites				
Navigate home pages and SharePoint sites	Yes	Yes	Yes	Yes
Understand site structure	Yes	Yes	Yes	Yes
Customize site navigation	Yes	Yes	Yes	Yes

Practice task sets	SharePoint Server 2016 CAL		SharePoint Online subscription plan (classic mode)	
	Standard	Enterprise	P1	P2
Work with the ribbon	Yes	Yes	Yes	Yes
Navigate lists and libraries	Yes	Yes	Yes	Yes
Understand web parts and app parts	Yes	Yes	Yes	Yes
Work with the Recycle Bin	Yes	Yes	Yes	Yes
Chapter 3: Work with content in lists and libraries				
Discover lists and libraries in a site	Yes	Yes	Yes	Yes
Create and populate lists	Yes	Yes	Yes	Yes
Create and populate libraries	Yes	Yes	Yes	Yes
Check files out and work with versions	Yes	Yes	Yes	Yes
Organize lists and libraries	Yes	Yes	Yes	Yes
Delete and restore list items and documents	Yes	Yes	Yes	Yes
Stay up to date with content changes	Yes	Yes	Yes	Yes
Work offline	Yes	Yes	Yes	Yes
Chapter 4: Make lists and libraries work for you				
Use list and library settings	Yes	Yes	Yes	Yes
Manage list and library users and permissions	Yes	Yes	Yes	Yes
Share content in lists and libraries	Yes	Yes	Yes	Yes
Configure versioning	Yes	Yes	Yes	Yes
Work with advanced settings	Yes	Yes	Yes	Yes
Work with content types and create views	Yes	Yes	Yes	Yes

Practice task sets	SharePoint Server 2016 CAL		SharePoint Online subscription plan (classic mode)	
	Standard	Enterprise	P1	P2
Set up validation settings and ratings	Yes	Yes	Yes	Yes
Delete and restore lists and libraries	Yes	Yes	Yes	Yes
Chapter 5: Search for information and people				
Search SharePoint sites	Yes	Yes	Yes	Yes
Target search queries	Yes	Yes	Yes	Yes
Create and manage terms	Yes	Yes	Yes	Yes
Influence relevance rankings	Yes	Yes	Yes	Yes
Configure search behavior	Yes	Yes	Yes	Yes
Customize search results pages	Yes	Yes	Yes	Yes
Define visibility and indexing for sites	Yes	Yes	Yes	Yes
Search for people	Yes	Yes	Yes	Yes
Chapter 6: Work with My Site and OneDrive for Business				
Understand your My Site	Yes	Yes	Tasks 1 and 2	Tasks 1 and 2
Converse and monitor by using the Newsfeed page	Yes	Yes	Yes	Yes
Work with OneDrive for Business	Yes	Yes	Yes	Yes
Chapter 7: Work with webpages				
Understand SharePoint pages	Yes	Yes	Yes	Yes
Create pages	Yes	Yes	Yes	Yes
Add content to pages	Yes	Yes	Yes	Yes
Manage pages	Yes	Yes	Yes	Yes
Use app parts and web parts	Yes	Yes	Yes	Yes

Practice task sets	SharePoint Server 2016 CAL		SharePoint Online subscription plan (classic mode)	
	Standard	Enterprise	P1	P2
Chapter 8: Create and manage sites				
Create sites	Yes	Yes	Yes	Yes
Manage site users and permissions	Yes	Yes	Yes	Yes
Share sites	Yes	Yes	Yes	Yes
Change site themes	Yes	Yes	Yes	Yes
Create and use custom site templates	Yes	Yes	Yes	Yes
Manage site features	Yes	Yes	Yes	Yes
Manage site content syndication	Yes	Yes	Yes	Yes
Delete sites	Yes	Yes	Yes	Yes
Chapter 9: Work with wikis, blogs, and community sites				
Create wiki libraries	Yes	Yes	Yes	Yes
Create and use Enterprise Wiki sites	No	Yes	No	Yes
Create and manage blog sites	Yes	Yes	Yes	Yes
Create, manage, and delete blog posts	Yes	Yes	Tasks 1, 2, and 3	Tasks 1, 2, and 3
Create and manage community sites	Yes	Yes	Yes	Yes
Work with community sites	Yes	Yes	Yes	Yes
Chapter 10: Manage work tasks				
Create and manage project sites	Task 1	Yes	Yes	Yes
Work with tasks, subtasks, and the timeline	Yes	Yes	Yes	Yes

Practice task sets	SharePoint Server 2016 CAL		SharePoint Online subscription plan (classic mode)	
	Standard	Enterprise	P1	P2
Manage projects by using SharePoint and Project Professional	Yes	Yes	Yes	Yes
Chapter 11: Work with workflows				
Automate business processes by using SharePoint	Yes	Yes	Yes	Yes
Use built-in workflows	Yes	Yes	Yes	Yes
Interact with workflows	Yes	Yes	Yes	Yes
Manage workflows	Yes	Yes	Yes	Yes
Chapter 12: Collaborate with Office programs by using SharePoint				
Edit documents in Office	Yes	Yes	Yes	Yes
Use OneNote notebooks with SharePoint	Yes	Yes	Yes	Yes
Import data from and export data to Excel spreadsheets	Yes	Yes	Yes	Yes
Work with SharePoint content in Outlook	Yes	Yes	Yes	Yes
Chapter 13: Work with business intelligence				
Get started with SharePoint BI	No	Yes	No	Tasks 3 and 4
Shape your data	n/a*	n/a*	n/a*	n/a*
Create and publish PowerPivot dashboards	No	Yes	No	Yes
Display PowerPivot dashboards in web parts	No	Yes	No	Yes
Build visualizations by using Power View	No	Yes	No	No

Practice task sets	SharePoint Server 2016 CAL		SharePoint Online subscription plan (classic mode)	
	Standard	Enterprise	P1	P2
Display Power View reports in web parts	No	Yes	No	No
Chapter 14: Manage and monitor content				
Manage documents	Yes	Yes	Yes	Yes
Store and manage records	Yes	Yes	Yes	Yes
Protect data in SharePoint	Yes	Yes	Yes	Yes

* Requires Microsoft Excel 2016