



## Course Content

### Course Description:

This 3-day class, 8am-5pm, combines the Site Member and Site Owner responsibilities to provide comprehensive training that will present students with a ground-up understanding for how to use, operate and build sites in a SharePoint Server 2013 environment. SharePoint 2013 brings forward many of the tools that we know and love from SharePoint 2007 and 2010, but also adds many new attributes. This module discusses new elements to help users migrating to SharePoint 2013 quickly get up to speed with new terminology, and make the best use of the newest tools.

### Prerequisites:

This course is aimed at delegates that have little or no previous exposure of SharePoint 2013. The course incorporates all of the modules from our SharePoint 2013 Collaboration and SharePoint 2013 Site Management classes, which are also available as individual 2-day classes.

### Topics:

#### Module 1:

##### Introduction to SharePoint 2013

This module highlights the uses and benefits of SharePoint 2013.

- Overview of SharePoint 2013
- Central Repository for Information
- Web Content Management
- Team Collaboration
- Search
- Social Computing
- Workflows
- Business Intelligence
- SharePoint Versions
- The Training Scenario

#### Module 2:

##### Finding Information

SharePoint provides the ability to store vast amounts of content in a variety of locations.

- Navigation
- Search
- Simple Search
- Advanced Search
- People Search
- Other content – Sites, Videos, Pages and Blogs

- Understanding Search Results
- Promoted Results
- Refinements
- How search works

#### Module 3:

##### Working with Lists

- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in SharePoint 2013 Lists
- Sort and Filter Content
- Tracking List Content
- Use Default and Custom Views
- Connect a List to Microsoft Outlook
- Starting Workflows

#### Module 4:

##### Working with Libraries

- Introduction to document libraries
- Uploading, creating and deleting documents
- Working with folders
- Working with documents in a library
- Working with document properties
- Document Management Features



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Course ID#: 1460-300-13-W

24 Hrs

- Document IDs
- Document IDs
- Document Sets
- The Content Organizer

## Module 5:

### Working with Publishing Features

- Introducing the Publishing Site
- Create and Edit Publishing Pages
- Using Page Layout
- Site Collection Images
- Renditions
- Reusable Content

## Module 6:

### Leveraging Social Content in the Business

- Introduction Social Networking
- My Sites
- The Organizational Chart
- The News Feed
- Microblogs
- Tags & Notes
- Working with the Community Site Template

## Module 7:

### Site Owner Responsibilities

- Responsibilities of a Site Owner
- SharePoint user model – IT, Site Owners and Site Members
- Security
- Structure
- Site Content Ownership

## Module 8:

### Creating and Managing Sites

- Introduction to Site Topology
- When to create a site and where?
- How to Create a new Site
- Site Templates
- Blogs - Community Sites, Site Settings
- Deleting Sites

## Module 9:

### Permissions and Security

- Introduction to Security in SharePoint 2013
- Permissions, Permission Levels and SharePoint Groups
- Manage User Access to SharePoint Site
- Manage SharePoint Groups and Users
- Breaking Permissions Inheritance within the Site
- SharePoint Security Best Practices

## Module 10:

### Adding and Configuring Apps

- Using list and library apps
- Managing list & library properties
- Creating list templates
- Creating & managing columns
- Site columns
- Creating & managing views
- Document IDs, Document Sets and the Content Organizer
- Configuring advanced list & library settings
- On premise apps
- SharePoint Marketplace apps

## Module 11:

### Adding & Managing Workflows

- Introduction to workflows
- Workflow scenarios
- Creating workflows
- Configuring workflow settings
- Adding workflows

## Module 12:

### Creating & Managing Content Types

- Introduction to content types
- Creating & managing site content types
- Content type settings
- Document Sets
- The Content Type Hub
- Deploying content types



## **Module 13:**

### **Document Lifecycle Management**

- An introduction to governance
- Information management policy settings
- Disposition workflows
- The Records Center
- The Content Organizer

## **Module 14:**

### **Site Customization**

- Adding Pages to your SharePoint Site
- Adding and Modifying Web Parts
- Deleting Pages
- Look and Feel Settings
- Modifying Navigational Components
- Creating Site Templates