SharePoint 2013 Introduction for End Users/Site Members

Course Summary

Description

The SharePoint 2013 Introduction for End Users course is if you want to learn how to create and manage SharePoint sites you will need to attend this course and then the two day SharePoint 2013 Site Administration course.

Topics

- Introduction to SharePoint 2013
- Finding Information
- Working with Lists
- Working with Libraries
- Working with Publishing Features
- Office Integration Features
- Leveraging Social Content in the Business

Audience

This course is designed for students who are looking to be able to understand and use a SharePoint environment that has already been created.

Prerequisites

This course is aimed at delegates that have little or no previous exposure to SharePoint 2013. If you have used previous versions of SharePoint but have not attended a SharePoint training course you will also benefit from this course.

Duration

Two days

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Course Outline

I. Introduction to SharePoint 2013

This module highlights the uses and benefits of SharePoint 2013. Using SharePoint 2013 as a central repository, for team collaboration, managing web content, expansive searching, social networking, automation and as a business intelligence center. Also covered is the diversity of the product versions and what functionality they include. Finally we discuss realistic scenarios throughout the course that will help the delegates to relate to the content.

- A. Overview of SharePoint 2013
- B. Central Repository for Information
- C. Web Content Management
- D. Team Collaboration
- E. Search
- F. Social Computing
- G. Workflows
- H. Business Intelligence
- I. SharePoint Versions
- J. The Training Scenario

II. Finding Information

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools which help users efficiently locate the information they need.

- A. Navigation
- B. Search
- C. Simple Search
- D. Advanced Search
- E. People Search
- F. Other content – Sites, Videos, Pages and Blogs
- G. Understanding Search Results
- H. Promoted Results
- I. Refinements
- J. How Search works

III. Working with Lists

Lists serve as the structure for calendars, discussion boards, contacts, and tasks in SharePoint 2013. This module explains the concept of lists, and then reviews popular out-of-the-box options. The operative differences of each option are highlighted through Instructor-led demonstrations. Students

learn effective ways to use and contribute to lists. Demonstrations of filters and views highlight usability and efficiency.

- A. Overview of Default Lists and List Templates
- B. Add, Modify, and Delete Content in SharePoint 2013 Lists
- C. Sort and Filter Content
- D. Tracking List Content
- E. Use Default and Custom Views
- F. Connect a List to Microsoft Outlook
- G. Starting Workflows

IV. Working with Libraries

A document library is a location on a site where you can create, collect, update, and share files with other people. This module explains the benefits of using a library and teaches the student how best to work with files in a library. Also discussed is how collaborators can use various document management features such as Document ID's, Document Sets and the Content Organizer.

- A. Introduction to document libraries
- B. Uploading, creating and deleting documents
- C. Working with folders
- D. Working with documents in a library
- E. Working with document properties
- F. Document Management Features
- G. Document IDs
- H. Document IDs
- I. Document Sets
- J. The Content Organizer

V. Working with Publishing Features

SharePoint 2013 has a wide array or rich Web Content Management features that can be utilized to support an internet facing site. This module provides delegates with a basic understanding of the options available in a publishing site and the advantages these can bring to successfully managing a public site or intranet portal.

- A. Introducing the Publishing Site
- B. Create and Edit Publishing Pages
- C. Using Page Layout
- D. Site Collection Images
- E. Renditions
- F. Reusable Content

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Course Outline (cont'd)

VI. Office Integration Features
To take full advantage of many features which SharePoint 2013 has to offer, we need to understand SharePoint's relationship with other Microsoft Office applications. This module provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint 2013 and discusses at an overview level the advantages of each program when combined with SharePoint, including:

A.   Integration with Microsoft Office
B.   Co-authoring
C.   PowerPoint 2013
D.   Word 2013
E.   Visio 2013
F.   Outlook 2013
G.   SharePoint Designer 2013
H.   InfoPath Designer 2013
I.   SkyDrive Pro

VII.   Leveraging Social Content in the Business
This module covers a selection of topics on the various social networking facilities that are available in SharePoint 2013. These features are a new way for SharePoint users to collaborate and the successful promotion of these social networking features can really boost business performance.

A.   Introduction to Social Networking
B.   My Sites
C.   The Organizational Chart
D.   The News Feed
E.   Microblogs
F.   Tags & Notes
G.   Working with the Community Site Template