

## **MOC 55029 B Introduction to SharePoint 2013 for Collaboration and Document Management**

### **Course Summary**

#### **Description**

This class is designed for SharePoint team members who need to know how to use the team collaboration, document management and social features of Microsoft SharePoint 2013. This class can be delivered using a Site Collection on an in-house server, virtual machines or Office 365.

#### **Objectives**

At the end of this course, students will be able to:

- Navigate SharePoint sites.
- Manage content in lists and libraries.
- Create and edit Alerts.
- Collaborate using Tasks lists and Discussion Boards.
- Work with libraries, including upload, download, editing, check out/in and versioning.
- Use the SharePoint social features.

#### **Topics**

- SharePoint Overview
- Accessing SharePoint
- SharePoint Libraries
- SharePoint Lists
- SharePoint Search
- SharePoint Wikis
- SharePoint Social Features
- Discussion Boards
- Community Sites

#### **Audience**

This course is intended for:

- SharePoint end users
- SharePoint Site Owners and Power Users who will be attending a SharePoint 2013 Site Owner class
- SharePoint administrators and developers

#### **Prerequisites**

Before taking this course, students should have basic Microsoft Office skills.

#### **Duration**

One day

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### Course Outline

#### I. SharePoint Overview

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology and provides an overview of the available versions of SharePoint 2013 and Office 365.

- A. What is SharePoint?
- B. Team Collaboration
- C. Document Management
- D. Web Sites
- E. Social Features
- F. SharePoint Security

#### II. Accessing SharePoint

This module covers the logging onto SharePoint and SharePoint site navigation.

- A. Logging onto SharePoint
- B. SharePoint Navigation: The Suite Bar
- C. SharePoint Navigation: The SharePoint Screen
- D. SharePoint Navigation: The Title area crumb trail
- E. SharePoint Navigation: Following and returning to sites
- F. SharePoint Navigation: The SharePoint Ribbons
- G. SharePoint Navigation: Quick Launch and Web Parts
- H. Regional Settings

##### Lab: Accessing SharePoint

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.

#### III. SharePoint Libraries

This module covers the use of SharePoint libraries and document management.

- A. Document Libraries
- B. Ribbon options and the "Open Menu" link (...)
- C. Accessing Documents
- D. Office Web Apps
- E. Checking Out Documents
- F. Deleting Documents and the Recycle Bin
- G. Creating and Managing Alerts
- H. Uploading Documents
- I. Blocked File Types
- J. Creating Folders
- K. Creating New Documents
- L. Versioning
- M. List and Library Views
- N. Asset and Picture Libraries

##### Lab: SharePoint Libraries

- Hands-on practice is delivered as part of the instructor's presentation. The students will use

the features of the module in an instructor led collaboration experience.

#### IV. SharePoint Lists

This module covers the use of SharePoint 2013 lists.

- A. SharePoint Lists
- B. Working with Custom Lists
- C. Working with Task Lists
- D. Using Task Lists to manage team tasks
- E. Adding and Updating Tasks
- F. Using Task Views
- G. Synchronizing Task Lists with Outlook
- H. Working with SharePoint Calendars
- I. Calendar Navigation and Views
- J. Adding Calendar Events
- K. Dealing with long lists of events
- L. Synchronizing SharePoint Calendars with Outlook
- M. External Lists

##### Lab: SharePoint Lists

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.

#### V. SharePoint Search

This module covers the SharePoint 2013 search features.

- A. Searching SharePoint
- B. What is searchable
- C. Search results and refiners
- D. Search Tips and Tricks

##### Lab: SharePoint Search

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.

#### VI. SharePoint Wikis

This module covers working with SharePoint 2013 Wikis.

- A. Uses of a Wiki
- B. Editing Wiki Articles
- C. Working with Wiki Version Tracking
- D. Wiki Views

##### Lab: SharePoint Wikis

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.

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### **Course Outline (cont'd)**

#### **VII. SharePoint Social Features**

This module introduces the SharePoint 2013 social features.

- A. What are "Social Features"?
- B. Interacting with People
- C. About Me and Updating Your Profile
- D. Your Newsfeed
- E. Micro-blogging
- F. Tagging and Rating Documents
- G. Blogs

#### **Lab: SharePoint Social Features**

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.

#### **VIII. Discussion Boards**

This module covers working with SharePoint 2013 Discussion Boards.

- A. SharePoint Discussion Boards
- B. Reading, creating and responding to discussions

#### **Lab: Discussion Boards**

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.

#### **IX. Community Sites**

This module covers working with SharePoint 2013 Community Sites.

- A. Community Sites
- B. Requesting Access
- C. Joining the Community
- D. Exploring Topics
- E. Posting and Replying
- F. Best Replies and Alerts

#### **Lab: Community Sites**

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.