

MOC 55026 A Upgrading your End User Skills to SharePoint 2013

Course Summary

Description

This 3-day Instructor Lead course Explore all the new end user features exposed in SharePoint 2013. Learn to work with new Social computing features like newsfeeds and communities, metadata navigation, cross-site publishing, Image Renditions, Embedded Code, UI Enhancements, Composed Looks, Community Sites and Reputation, Apps for SharePoint, eDiscovery, Education and Office Web Apps.

Objectives

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

- Explore every new aspect that will be visible to an end user in SharePoint 2013.

Topics

- Overview
- SharePoint Introduction
- Collaboration Experience
- Apps and App Management
- New SharePoint Sites
- Office Integration
- My Site
- SharePoint Workflows
- SharePoint eDiscovery
- SharePoint Education

Audience

Anyone that works with SharePoint 2007, 2010 team sites, libraries, lists and items that wants to learn what is new in SharePoint 2013.

Prerequisites

Before attending this course, students must have:

- Understanding of SharePoint 2010 basics.

Duration

Three days

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Course Outline

I. Overview

- A. A simple introduction module.

II. SharePoint Introduction

In this module, we are going to take a high-level look at SharePoint 2013 features. These features will not just be End User focused in order to help you understand why your company should move to SharePoint 2013.

- A. What's New in SharePoint 2013

III. Collaboration Experience

In this module we take a look at the new features introduced in SharePoint 2013 from a UI perspective.

- A. New SharePoint Features

Lab: SharePoint 2013 UI

- Explore 2013 UI Changes

Lab: SharePoint 2013 Features

- Managed Navigation
- Cross Site Publishing
- Image Renditions
- Embedded Code

IV. Apps and App Management

In this module, we are going to take a look at lists, which are now called apps, from an end user standpoint. We will explore the new Apps of SharePoint 2013 and what things have changed when performing App management.

- A. Apps
- B. App Management

Lab: What's New With SharePoint Lists and Sites?

- Popularity Trends
- Site Newsfeeds
- Sharing
- Site Closure and Deletion
- Composed Looks
- Site Collection Health

V. New SharePoint Sites

In this module we are going to review the new SharePoint 2013 site definitions.

- A. SharePoint Foundation Sites

Lab: New SharePoint Sites

- Create a Project Site
- Create a Community Site
- Work with Badges & Reputation
- Enable Offensive Content reporting

VI. Office Integration

In this module we are going to take a look at how SharePoint and Office interact.

- A. Office Web Applications
- B. Office 2013

Lab: Office Integration

- Document Library Integration with Outlook
- Calendars Integration with Outlook
- Tasks Integration with Outlook
- Managing Lists with Excel
- Managing Lists with Access

Lab: Office Web Applications

- Office Web Applications Integration with SharePoint 2013
- Viewing, Editing and Creating Documents
- Machine Translation Integration

VII. My Site

In this module we will review the new Social Computing features in SharePoint 2013 and the many social improvements made to the My Site feature.

- A. My Site and Social Features
- B. What is Social Computing

Lab: My Site

- Explore new My Site
- Explore Profiles
- Explore New Newsfeed
- Explore Following
- Utilize SkyDrive Pro
- Explore new Privacy Settings
- My Tasks Aggregation

VIII. SharePoint Workflows

In this module we will review the new workflow features of SharePoint 2013.

- A. Workflows in SharePoint 2013

Lab: Creating Simple 2013 Workflows

- Create a custom workflow using SharePoint Designer 2013
- Work with Stages
- Work with Loops
- Utilize new SharePoint activities

Lab: Creating Visio-based Workflows

- Create a workflow using Visio 2013

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Course Outline (cont'd)

IX. SharePoint eDiscovery

In this module we will review the new eDiscovery features of SharePoint 2013.

A. SharePoint eDiscovery

Lab: SharePoint eDiscovery

- Learn to use the new eDiscovery APIs
- Create Discovery Center
- Create a Case
- Create Discovery Sets
- Create Queries

X. SharePoint Education

In this module we will review the new SharePoint Education feature of SharePoint 2013.

A. SharePoint Education

Lab: SharePoint Education

- Explore the SharePoint Education Course Site
- Create and Assign Assignments
- Create Quizzes