55031: SharePoint® 2013 End-User

Duration: 3 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is for end users working in a Microsoft® SharePoint 2013 environment. The course teaches SharePoint basics such as working with lists and libraries as well as basic page customizations.

Target Audience

This course is intended for:

- Information Workers
- New SharePoint Users
- Existing SharePoint Users.

Prerequisites

To attend this course, candidates must have:

- Basic understanding of Microsoft Windows® operating systems.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate a SharePoint 2013 Team Site.
- Create SharePoint lists.
- Customize SharePoint lists.
- Create SharePoint libraries.
- Manage library document versions.
- Create a SharePoint list and library views.
- Create subsites using various SharePoint templates.
- Create and edit Web page content.
- Create InfoPath® Forms and Form libraries.
- Create Site columns and content types.
- Integrate Office applications with SharePoint 2013.
- Manage basic permissions of SharePoint 2013 resources.

Course Topics

Module 1: SharePoint 2013 Introduction
- SharePoint 2013 Introduction

Module 2: SharePoint List Basics
- SharePoint List Basics

Module 3: Library Basics
- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Module 4: Working with Lists and Library Views
- Default Views
- Custom Views

Module 5: Working with Sites
- Site Templates
- Creating Sites
- Site Navigation

Module 6: Page Content
- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

Module 7: Forms Library
- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint

Module 8: Site Columns and Content Types
- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Module 9: Office Integration
- Excel® Integration
- Outlook® Integration
- Access® Integration

Module 10: Managing SharePoint Site Permissions
- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance

Module 11: Participating in User Communities
- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Document Newsfeed
- Site Newsfeed
- Tag Newsfeed
- Managing Personal Sites

LABS INCLUDED