

SharePoint 2013 Introduction

Length: 1 Day

Summary:

- Work with document libraries
- Manage document storage
- Manage alerts and portals
- Manage document storage
- Create and manage lists of information
- Work with alerts
- Create sites

COURSE CONTENT

1: INTRODUCTION TO SHAREPOINT 2013

- Collaborative Working
- SharePoint Building Blocks
- Finding Information

2: WORKING WITH LIBRARIES AND LISTS

- Default Lists and List Templates
- Creating Lists of Announcements, Contacts, Events, Tasks, Issues or Links
- Sort and Filter Content
- Views

3: WORKING WITH DOCUMENTS

- Naming Conventions
- Best Practices
- Creating Documents
- Document Properties and Metadata
- Document Versions
- Check in / Checkout a document and Content Approval
- Document Workspaces

4: WORKSPACES

- Document Workspaces
- Meeting Workspaces

5: WORKING WITH SURVEYS

- Planning Surveys
- Creating Surveys
- Responding to Surveys
- Analyzing Surveys

APPENDIX A: GLOSSARY