

SharePoint 2013 Training

Length: 2 Days

COURSE CONTENT

1. SharePoint 2013 Introduction

- a. SharePoint 2013 Introduction
- b. Exercise : Team Site Navigation
- c. Team Site Navigation

2. SharePoint List Basics SharePoint List Basics

- a. Working with Team Site Lists
- b. Create a SharePoint List with the Import Spreadsheet Template

3. Library Basics Library Templates

- a. Creating Libraries
- b. Managing Documents and Versioning
- c. Exercise: Library Basics
- d. Working with Team Site Libraries
- e. Creating Libraries
- f. Document Versioning

4. Working with Lists and Library Views Default Views

- a. Custom Views
- b. Exercise: Working with Lists and Library Views
- c. Working with Views
- d. Creating Public and Personal Views

5. Working with Sites Site Templates

- a. Creating Sites
- b. Site Navigation
- c. Exercise: Working with Sites
- d. Creating Team Sites
- e. Creating a Meeting Workspace and Blog Site

6. Page Content Wiki Library Pages

- a. Web Part Pages
- b. Working with Web Parts
- c. Exercise : Page Content
- d. Working with wiki Pages
- e. Working with Web Part Pages and Web Parts

7. Forms Library Creating a Forms Library

- a. Creating InfoPath Forms
- b. Publishing InfoPath Forms to SharePoint
- c. Exercise: Forms Library
- d. Creating and Publishing InfoPath Forms

8. Site Columns and Content Types Site Column Gallery

- a. Creating Site Columns
- b. Site Content Type Gallery
- c. Creating Content Types
- d. Exercise: Site Columns and Content Types
- e. Creating and Working with Content Types
- f. Adding a Content Type to a Library

9. Office Integration Excel Integration

- a. Outlook Integration
- b. Access Integration
- c. Exercise : Office Integration
- d. Excel Integration
- e. Outlook Integration
- f. Access Integration

10. Managing SharePoint Site Permissions

SharePoint Groups

- a. Assigning Permissions
- b. Permission Levels
- c. Permissions Inheritance
- d. Exercise: Managing SharePoint Site Permissions
- e. Working with SharePoint Permissions

11. Participating in User Communities Configure

User Profiles and My Sites

- a. Newsfeeds
 - b. People Newsfeeds
 - c. Document Newsfeed
 - d. Site Newsfeed
 - e. Tag Newsfeed
 - f. Managing Personal Sites
 - g. Exercise: Participating in User Communities
 - h. Managing and Viewing Personal Information and Content
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