

55029: Introduction to SharePoint 2013 for Collaboration and Document Management

Course Details

Course Outline

1. SharePoint Overview

- What is SharePoint?
- Getting Started
- Searching SharePoint
- Lab : 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.

2. Team Collaboration

- SharePoint as a Collaboration Tool
- Team Site Components
- Working with Lists and Libraries
- The Recycle Bin
- Working with Task Lists
- Working with Calendars
- Working with Libraries
- Working with Notebooks
- Working with Discussion Boards
- Keeping up with Changes / Creating Alerts
- Synchronizing Content with Outlook and your PC
- Lab : 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.

3. Document Management

- Document Libraries
- Libraries vs. Lists with Attachments
- Library Navigation
- Opening Documents
- Checking Out Documents

- Uploading Documents
- Blocked File Types
- Creating Folders
- Creating New Documents
- Views
- Picture and Asset Libraries
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4. SharePoint Social Features

- Updating Your Profile
- Following Sites, Content and People
- Newsfeed
- Tagging and Rating Documents
- Microblogging
- Blogging
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5. SkyDrive

- Storing work files in SharePoint
- Windows Live SkyDrive vs. SharePoint SkyDrive
- Synchronizing SkyDrive with your PC
- Sharing Files with Others
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6. The SharePoint Community Site

- Building online communities using SharePoint
- Discussion and Moderation
- Rating discussions and earning points
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