

55031: SharePoint 2013 End User

Course Details

Course Outline

- 1. Module 1: SharePoint 2013 Introduction**
 - How to become familiar with SharePoint 2013.
 - Lab 1: Team Site Navigation
- 2. Module 2: SharePoint List Basics**
 - How to work with SharePoint list basics.
 - Lab 1: SharePoint List Basics
 - Lab 2: Installing and Configuring Windows 7
- 3. Module 3: Library Basics**
 - Library Templates
 - Creating Libraries
 - Managing Documents and Versioning
 - Lab 1: Library Basics
- 4. Module 4: Working with Lists and Library Views**
 - Default Views
 - Custom Views
 - Lab 1: Working with Lists and Library Views
- 5. Module 5: Working with Sites**
 - Site Templates
 - Creating Sites
 - Site Navigation
 - Lab 1: Working with Sites
- 6. Module 6: Page Content**
 - Wiki Library Pages
 - Web Part Pages
 - Working with Web Parts
 - Lab 1: Page Content

7. Module 7: Forms Library

- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint
- Lab 1: Forms Library

8. Module 8: Site Columns and Content Types

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types
- Lab 1: Site Columns and Content Types

9. Module 9: Office Integration

- Excel Integration
- Outlook Integration
- Access Integration
- Lab 1: Office Integration

10. Module 10: Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance
- Lab 1: Managing SharePoint Site Permissions

11. Module 11: Participating in User Communities

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Document Newsfeed
- Site Newsfeed
- Tag Newsfeed
- Managing Personal Sites
- Lab 1: Participating in User Communities