

Microsoft SharePoint 2013

Level 1: Site User

1 Day Course

Training at Your Office

\$ 375 per person (minimum charge of 3 people)

Discounts available for groups of 6 or more.

Rates are per training day. HST is extra.

Page 1 of 3

COURSE DESCRIPTION

In this course you will learn how to use, create, and edit content in a SharePoint site.

Upon successful completion of this course, knowledge workers in a variety of business environments will be able to effectively utilize resources on a typical SharePoint Foundation team site in the course of performing normal business tasks. You will:

- Access and navigate SharePoint content.
- Add, upload, modify, search for, and preview documents in document libraries.
- Add and modify items in lists, configure list views, and filter and group lists.
- Create and update your profile; tag, share, and follow content on your personal sites; and create and manage a personal blog.
- Access, create, save, and manage document versions and synchronize data with Microsoft Office applications.
- Synchronize SharePoint data, work offline, and access data from a mobile device.

COURSE TOPICS

Lesson 1: Accessing and Navigating SharePoint Team Sites

Access SharePoint Sites
Navigate SharePoint Sites

Lesson 2: Working with Documents, Content, and Libraries

Upload Documents
Search for Documents and Files

Lesson 3: Working with Lists

Add List Items
Modify List Items
Configure List Views
Filtering and Grouping with List Views

Lesson 4: Configuring Your SharePoint Profile

Update and Share Your Profile Information
Share and Follow SharePoint Content
Creating a Blog

Lesson 5: Integrating with Microsoft Office

Access and Save SharePoint Documents with MS Office
Manage Document Versions through Office 2013
Accessing SharePoint Data from Outlook 2013

Lesson 6: Working Offline and Remotely with SharePoint

Synchronize Libraries, Sites, and MySite and Working Offline
Working from a Mobile Device

Microsoft SharePoint 2013

Level 2: Site Owner

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Page 2 of 3

COURSE DESCRIPTION

This course is designed for existing Microsoft SharePoint site users who will create and manage a SharePoint site.

Upon successful completion of this course, existing SharePoint site users will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. You will:

- Create and configure new SharePoint sites.
- Add document, asset, and wiki page libraries to sites and configure them.
- Add and configure announcement, task, calendar, contacts, and custom lists.
- Create and implement custom forms.
- Configures Site Settings, site search, and site navigation.
- Assign permissions and access rights to sites, users, and lists and documents.
- Configure content roll-up, and finalize site configuration.

COURSE TOPICS

Lesson 1: Creating a New Site

Create a Site

Change the Look and Feel of Your SharePoint Site

Lesson 2: Adding and Configuring Libraries

Configure Document Library for Your SharePoint Team Site

Configure the Site Assets Library for Your SharePoint Site

Add and Configure a Wiki for Your SharePoint Site

Lesson 3: Adding and Configuring Lists

Add an Announcement List

Add and Configure a Task List

Add and Configure Contact and Calendar Lists

Add and Configure a Blog Subsite

Add and Configure a Custom List to your SharePoint Site

Customize List Forms

Lesson 4: Configuring Site Settings, Navigation, and Search

Configure Site Search Options

Configure Site Administration Settings

Configure Site Organization and Navigation

Lesson 5: Assigning Permissions and Access Rights

Share Sites and Set Site Permissions

Secure Lists, Libraries, and Documents

Lesson 6: Configure Content Roll-up, Summary Links, and Site Map

Add and Configure the Content Search Web Part

Add and Configure the Relevant Documents Web Part

Microsoft SharePoint 2013

Level 3: Site Administrator

1 Day Course

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Page 3 of 3

COURSE DESCRIPTION

This course is designed for existing Microsoft SharePoint site collection administrators who will create and manage a group of SharePoint sites, add features at the site collection level, manage workflows, and implement records management features.

Upon successful completion of this course, existing SharePoint site owners will be able to take on administrative responsibility for implementing and managing many site collection features. This includes basic site customization based on business requirements, as well as activation and configuration of site collection-level SharePoint features. Students will NOT be performing back-end SharePoint Foundation or SharePoint Server installation, deployment, or server management, or extensive SharePoint site design. You will:

- Create and configure a site collection.
- Administer site quotas, auditing, and backup.
- Configure the top-level site, including tag clouds, RSS viewers, and document sets.
- Configure site collection metadata.
- Manage archiving and compliance features.
- Create and test a workflow.
- Configure search options.

COURSE TOPICS

Lesson 1: Creating and Configuring a Site Collection

Create a Site Collection
Set Quotas
Configure Audit Options
Back Up Your Site Collection

Lesson 2: Configuring the Top-Level Site

Add a Cloud Tag Webpart
Add an RSS Feed to Your Site
Enable Email Connectivity for a Library
Create and Configure Document Sets

Lesson 3: Configuring Site Collection Metadata

Create a New Content Type
Add Columns to Content Types
Add a Custom Content Type to a List

Lesson 4: Managing Archiving and Compliance

Configure Site Policies
Configure In-Place Records Management
Configure Information Management Policies
Configure Content Organizer Rules

Lesson 5: Creating and Testing a Workflow

Plan a Workflow
Create and Publish a Workflow
Test Your Workflow

Lesson 6: Configuring Search

Configure Search Options
Search for Content and Set Alerts