

Microsoft SharePoint 2013

Level 1 (for Business Users)

Course Overview

This two-day course is intended for new or self-taught SharePoint users, new site owners, and anyone who wants to experience SharePoint from the business user's perspective. You will learn the concepts of SharePoint 2013 for collaborating with others on your work team, learn how to access content in SharePoint sites, and learn how to perform essential functions as a site owner. You will learn how to contribute to SharePoint lists and libraries, manage content, leverage views, and integrate SharePoint with Microsoft Office. You will learn how to set up site navigation, customize a homepage to include meaningful content and web parts, and manage user permissions. You will also learn how to create, modify, and manage lists and sites. Course Preparation: Experience using a web browser as well as Microsoft 2013 or 2010 applications.

SharePoint Course Series:



Course Topics

Getting Started with SharePoint 2013

- Introducing SharePoint
- Understanding the Facets of SharePoint
- Navigating the SharePoint Interface
- Finding SharePoint Content

Working with Lists

- Introducing SharePoint Lists
- Getting Started with Lists
- Contributing to Common SharePoint Lists
- Using Discussion Boards
- Editing Lists in Quick Edit View

Working with Libraries

- Introducing SharePoint Libraries
- Populating Document Libraries
- Opening Documents in a Document Library
- Working with Document Properties
- Checking Files Out and Back In
- Working with Document Versions
- Co-Authoring in Office 2013 Applications
- Organizing Library Documents
- Working with Asset Libraries
- Working with Picture Libraries
- Working with Wiki Libraries

Using Views

- Using Default Views
- Working with Personal Views
- Exploring More Custom View Formats
- Exploring More Custom View Options
- Recognizing Web Parts as Views

Connecting SharePoint to Microsoft Office

- Working with SharePoint Calendars in Outlook
- Connecting SharePoint Lists to Outlook
- Saving Attachments to SharePoint Libraries
- Emailing Links to SharePoint Items
- Creating Alerts
- Exporting Lists to Other Microsoft Products

Becoming a Site Owner

- Before You Start
- Checking Initial Site Settings
- Setting up Site Navigation
- Customizing the Homepage
- Inserting List Web Parts
- Using Social Collaboration Web Parts
- Adding Site Pages

Working with Permissions, Users, and Groups

- Introducing SharePoint Permissions
- Exploring Site Permissions
- Granting Site Access
- Reviewing Permissions
- Owning Groups
- Modifying Site Access
- Working with List Permissions
- Working with Item Permissions
- Being Smart About Permissions
- Protecting Webpages

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Creating and Managing Lists and Libraries

About Creating Lists and Libraries

Creating Lists and Libraries

Creating and Managing Columns

Creating Custom Lists

Displaying External Links in New Tabs

Managing List and Library Settings

Managing Site Content and Structure