

1 Days

55029B - Introduction To Sharepoint 2013 For Collaboration And Document Management

Introduction to SharePoint 2013 For Collaboration & Document Management is a short training specifically designed for SharePoint Site Users & SharePoint End-Users who want to gain knowledge on how to use the team collaboration, document management and social features of Microsoft SharePoint 2013.

This class can also be delivered deploying a Site Collection on an in-house server, virtual machines or Office 365.

Course Details

Course Outline

Module 1: SharePoint Overview

This module will explore topics covered in the class, introduction to SharePoint terminology and provide an overview of the available versions of SharePoint 2013 and Office 365.

Lessons

- What is SharePoint?
- Team Collaboration
- Document Management
- Web Sites
- Social Features
- SharePoint Security

Module 2: Accessing SharePoint

This module describes the logging onto SharePoint and SharePoint site navigation.

Lessons

- Logging onto SharePoint

- [SharePoint Navigation: The Suite Bar](#)
- [SharePoint Navigation: The SharePoint Screen](#)
- [SharePoint Navigation: The Title area crumb trail](#)
- [SharePoint Navigation: Following and returning to sites](#)
- [SharePoint Navigation: The SharePoint Ribbons](#)
- [SharePoint Navigation: Quick Launch and Web Parts](#)
- [Regional Settings](#)

Module 3: SharePoint Libraries

This module describes the use of SharePoint libraries and document management.

Lessons

- [Document Libraries](#)
- [Ribbon options and the “Open Menu” link \(...\)](#)
- [Accessing Documents](#)
- [Office Web Apps](#)
- [Checking Out Documents](#)
- [Deleting Documents and the Recycle Bin](#)
- [Creating and Managing Alerts](#)
- [Uploading Documents](#)
- [Blocked File Types](#)
- [Creating Folders](#)
- [Creating New Documents](#)
- [Versioning](#)
- [List and Library Views](#)
- [Asset and Picture Libraries](#)

Module 4: SharePoint Lists

This module describes the use of SharePoint 2013 lists.

Lessons

- [SharePoint Lists](#)
- [Working with Custom Lists](#)
- [Working with Task Lists](#)
- [Using Task Lists to manage team tasks](#)
- [Adding and Updating Tasks](#)
- [Using Task Views](#)
- [Synchronizing Task Lists with Outlook](#)

- Working with SharePoint Calendars
- Calendar Navigation and Views
- Adding Calendar Events
- Dealing with long lists of events
- Synchronizing SharePoint Calendars with Outlook
- External Lists

Module 5: SharePoint Search

This module describes the SharePoint 2013 search features.

Lessons

- Searching SharePoint
- What is searchable
- Search results and refiners
- Search Tips and Tricks

Module 6: SharePoint Wikis

This module describes working with SharePoint 2013 Wikis.

Lessons

- Uses of a Wiki
- Editing Wiki Articles
- Working with Wiki Version Tracking
- Wiki Views

Module 7: SharePoint Social Features

This module describes the SharePoint 2013 social features.

Lessons

- What are “Social Features”?
- Interacting with People
- About Me and Updating Your Profile
- Your Newsfeed
- Micro-blogging
- Tagging and Rating Documents
- Blogs

Module 8: Discussion Boards

This module describes working with SharePoint 2013 Discussion Boards.

Lessons

- SharePoint Discussion Boards
- Reading, creating and responding to discussions

Module 9: Community Sites

This module describes working with SharePoint 2013 Community Sites.

Lessons

- Community Sites
- Requesting Access
- Joining the Community
- Exploring Topics
- Posting and Replying
- Best Replies and Alerts

Who Should Attend

- SharePoint Site Owners and Power Users who will be attending a SharePoint 2013 Site Owner class
- SharePoint end users
- SharePoint administrators and developers

Pre Requisite

Before attending this course, candidates must have:

- Basic Microsoft Office skills.

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