

3 Days

55031A - Sharepoint 2013 End User

The course teaches SharePoint basics such as working with lists and libraries as well as basic page customizations. After completing this course, participants will be able to:

- Navigate a SharePoint 2013 Team Site.
- Manage library document versions
- Customize SharePoint lists.
- Create SharePoint lists.
- Create SharePoint libraries.
- Manage basic permissions of SharePoint 2013 resources.
- Create and edit Web page content.
- Create SharePoint list and library views.
- Manage basic permissions of SharePoint 2013 resources.
- Create subsites using various SharePoint templates.
- Create InfoPath Forms and Form libraries.
- Create Site columns and content types.
- Integrate Office applications with SharePoint 2013.

Course Details

Course Outline

Module 1: SharePoint 2013 Introduction

This module describes how to become familiar with SharePoint 2013.

Lessons

- SharePoint 2013 Introduction

Module 2: SharePoint List Basics

This module describes how to work with SharePoint list basics.

Lessons

- SharePoint List Basics

Module 3: Library Basics

This module introduces SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few.

Lessons

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

Module 4: Working with Lists and Library Views

This module introduces views that provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Views can be defined for personal use or shared use.

Lessons

- Default Views
- Custom Views

Module 5: Working with Sites

This module introduces SharePoint site which is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

Lessons

- Site Templates
- Creating Sites
- Site Navigation

Module 6: Page Content

This module describes how SharePoint offers a couple of ways to add content to the pages in a site.

Lessons

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

Module 7: Forms Library

This module introduces SharePoint Forms library is a special library designed to store Microsoft InfoPath form documents. Microsoft InfoPath comes with a designer tool for graphically creating forms that can then be used to publish the forms you design to SharePoint rendering them as Web page templates for Forms libraries.

Lessons

- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint

Module 8: Site Columns and Content Types

This module introduces Site columns that are the simplest element; they are essentially the same as list and library columns except that you create them at the site level. We will also discuss the Content Types, that are a combination of Site Columns as well as additional settings and information such as document templates and workflows.

Lessons

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Module 9: Office Integration

This module will deploy a series of walk-throughs and exercises to show how each Office application can integrate with SharePoint.

Lessons

- Excel Integration
- Outlook Integration
- Access Integration

Module 10: Managing SharePoint Site Permissions

This module describes permissions on a SharePoint site that are assigned when a site is created permissions themselves can be assigned to either SharePoint groups, individual users or groups created outside of SharePoint such as Windows groups.

Lessons

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance
- Manage permission inheritance at the item level.

Module 11: Participating in User Communities

This module explains the ways how SharePoint offers users a place for social collaboration in the form of personal sites. The experience and functionality holds similarity to popular social media sites such as Facebook and LinkedIn. The main difference being that it is controlled by the SharePoint Farm and exposure is typically limited to internal networks.

Lessons

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Document Newsfeed
- Site Newsfeed
- Tag Newsfeed
- Managing Personal Sites

Who Should Attend

This course is intended for new and existing users of SharePoint.

Pre Requisite

Before attending this course, students must have:

- Basic knowledge of computers

464, Udyog Vihar Phase
V, Gurgaon (Delhi
NCR)-122016, India

+91 8882 233 777

training@mercury.co.in

www.mercurysolutions.co

Date - Mar 29, 2024