3 Days | 55050A - Sharepoint 2013 End User Level I

SharePoint End User Level I is a three-day course that provides requisite skills to operate all the basic end user features of SharePoint 2013 including all basic lists and sites (aka "Apps").

Through this course, the participant learns to assign basic and advanced permissions, discover the new project and community sites as well as learn to deploy the new social features of My Sites.

Course Details

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Course Outline

Module 1: Overview

A simple introduction module. After completing this module, candidates will be able to:

- Understand your course, classroom, classmates, facility, and instructor.

Module 2: SharePoint Introduction

This module is going to answer the all-important questions of What and Why should we be using SharePoint.

Lessons

- What is SharePoint?

- Why SharePoint?

- What's New in SharePoint 2013

- Driving End User Adoption

Module 3: Collaboration Experience

This module gives an overview of the site creation process, common features of the basic team site, advanced features of a Team Site and the new features of SharePoint 2013.

Lessons

- Site Structure

- Basic SharePoint Features

- New SharePoint Features

Module 4: Lists

This module gives an overview of lists from an end user standpoint, but also very quickly from a database standpoint as well.

Lessons

- Lists
- List Views
- SharePoint 2013 Features

Module 5: List Management

This module gives an overview of the types of lists that come out of the box in the last module. In this module, we will explore how to manage those lists!

Lessons

- Basic List Management
- Advanced List Management

Module 6: Permissions

This module gives an overview of SharePoint permissions. We will learn about SharePoint groups, permission levels, permissions and explore the new Permission Finders.

Lessons

- SharePoint Permissions

Module 7: Foundation Site Definitions

In this module, we are going to review the SharePoint Foundation site definitions.

Lessons

- Creating Sites
- SharePoint Foundation Sites

Module 8: Office Integration

This module explains how SharePoint and Office interact with each other and how they handle mobile devices.

Lessons

- Web Applications
- Office Integration

Module 9: My Site

This module gives an overview of the new Social Computing features in SharePoint 2013 and how My Sites has been completely redesigned to support social.

Lessons

- My Site

- What Is Social Computing

Module 10: Search

This module explains how to effectively query the Search Index to find items you are looking for.

Lessons

- Performing Queries

Who Should Attend

Business users and anyone who works with SharePoint sites on a regular basis

Pre Requisite

Before attending this course, candidates must have:

- Basic understanding of websites and SharePoint sites.

Date - Apr 25, 2024