

3 Days

## 55052A - Sharepoint 2013 End User Level II

SharePoint 2013 End User Level II is a three-day course that gives an understanding of various advanced topics of working with SharePoint 2013 sites.

The course focuses on the essential modules like SharePoint Server site definitions (Business Intelligence, Document Center, eDiscovery, Education, Search Center, etc.), Site Administration, in-depth coverage of Workflows, Site Customization and Site Collection Administration.

After completing this course, candidates will be able to:

- Explore all the new site admin features exposed in SharePoint 2013. Learn to utilize search schemas, Workflows, site administration, site collection administration and site customization.

## Course Details

---

### 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: Server Site Definitions

This module will explore each of the site definitions that come with SharePoint Server.

#### **Lessons**

- SharePoint Server Site Definitions
- Business Intelligence Center
- Publishing
- SharePoint eDiscovery
- SharePoint Education

### **Module 3: Search**

This module explains how to navigate the basic Search Center provided by SharePoint 2013. You will then explore various ways to customize the Search Center using Search Pages, Web Parts, and Result Types.

#### **Lessons**

- Search Center Introduction
- Customizing Search Center

### **Module 4: Workflows**

This module describes the new workflow features of SharePoint 2013.

#### **Lessons**

- Workflows in SharePoint 2013

### **Module 5: Site Administration**

This module explains some basic site administration tasks. These are tasks that can be done by site "owners".

#### **Lessons**

- Basic Site Administration

### **Module 6: Site Customization**

This module gives an overview of the ways to customize your site via the browser and as an end user.

#### **Lessons**

- Using Web Parts
- Site Customization

### **Module 7: Site Collection Administration**

This module gives an overview of site collection settings and describes what a site collection administrator is, and what they can do.

#### **Lessons**

- Site Collection Administration

## **Who Should Attend**

This course is intended for individuals responsible for managing SharePoint sites as Owners or Site Collection Owners.

Also, it is beneficial for business and everyday users who are wanting to learn more advanced tasks of SharePoint sites and site collections.

## Pre Requisite

Before attending this course, candidates must have:

- Previous Experience in SharePoint End User Level I course

or

- Several months of working with SharePoint sites.

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

+91 8882 233 777

[training@mercury.co.in](mailto:training@mercury.co.in)

[www.mercurysolutions.co](http://www.mercurysolutions.co)

Date - Apr 24, 2024