Course 55050A:

SharePoint 2013 End User Level I

Course Details

Course Outline

Module 1: Overview

A simple introduction module.

After completing this module, students will be able to:

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

Module 2: SharePoint Introduction

In this module, we are going to answer the all important questions of What and Why should we be using SharePoint.
We are also going to look at several of the new and exciting features of SharePoint 2013!

Lessons

- What is SharePoint?

- Why SharePoint?

- What's New in SharePoint 2013

- Driving End User Adoption

After completing this module, students will be able to:

- Describe the site topology components of SharePoint

- Describe the new features and capabilities of SharePoint 2013 as compared to older versions

- Describe what business problems SharePoint can address

Module 3: Collaboration Experience

In this module we take a look at the site creation process, common features of the basic team site, advanced features of a Team Site and the new features of SharePoint 2013.
We will also take a look at the new features introduced in SharePoint 2013 from a collaboration and UI perspective.

Lessons

- Site Structure

- Basic SharePoint Features

- New SharePoint Features

Lab : SharePoint 2013 UI

- Explore 2013 UI Changes

After completing this module, students will be able to:
- Describe the new UI features of SharePoint 2013

- Understand how the Ribbon works

- Understand how to use the new callouts feature

Module 4: Lists

In this module, we are going to take a look at lists from a end user standpoint, but also very quickly from a database standpoint as well. We will talk about all the basic SharePoint Lists and the new lists in SharePoint 2013 and what things have changed when working with any type of list.

Lessons

- Lists

- List Views

- SharePoint 2013 Features

Lab : Document Library

- Create a Document Library

- Create Documents and Folders

- Explore Callouts

- Uploading Documents

- Explorer View

Lab : Form Library

- Create a Form library

- Create an InfoPath Form

- Publish a Form

Lab : Wiki Pages

- Create Wiki Page Library

- Add Wiki Pages

- Editing Wiki Pages

- History

Lab : Picture Library

- Create a Picture Library
- Upload Pictures
- Picture Views
- Referencing Pictures

Lab : Report Library

- Create a Report Library
- Create a Report
- Upload a Report
- Run a Report
- Report History

Lab : Data Connection Library

- Create a Data Connection Library
- Create/Upload an Office Data Connection (ODC)
- Create/Upload an Universal Data Connection (UDC)

Lab : Asset Library

- Create an Asset Library

Lab : Surveys

- Create a Survey
- Create Questions
- Change question ordering
- Branching Logic
- Fill out the survey
- Anonymous Surveys?

Lab : Custom Lists

- Create a Custom List
- Add One Of Each Column Type

Lab : General Lists

- Create an Announcement List

- Create a Contact List

- Create a Discussion Board

- Create a Links List

- Create a Calendar

- Create an Issue Tracking List

Lab : Promoted Links

- Creating Promoted Links App

- Using the Promoted Links App

Lab : Views

- Creating Views (Standard, DataSheet, Access)

- Adding/Ordering Columns

- Sorting Data

- Filtering Data

- Grouping Data

- Totaling Data

- Setting Style

- Item Limits

- Mobile

- Enabling View

- Datasheet Metadata Editing

Lab : Business Connectivity Services and External Content Types

- Explore External Content Types

- Create a new External Content Type

- Create an External List

- Setup and Configure Permissions for External List

- Add items to an External List

Lab : GeoLocation Field

- Adding a GeoLocation Field

After completing this module, students will be able to:

- Understand when to use a List and when to use a Database

- How to create and use the various lists in SharePoint

- Adding list columns to tag your content with metadata

- How to use and create Document Sets

- Learn to create External Content Type Lists

Module 5: List Management

We explored 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

Lab : List Management

- RSS Feeds

- Check out/Check In

- Document/Item Properties

- Site Columns

- Content Types

- Document Information Panel

- Versioning/Version History

- Content Approval

Lab : Advanced List Management

- Multi-Document Actions

- Turn On Document Sets

- Column Level Validation

- List Level Validation

- Content Ratings

- Audience Targeting

- Metadata Navigation

- Document ID Service

- Generate file plan report

- Record declaration settings

Lab : Email Enabled Lists

- Email Enable A List

- Send an Email to a List

Lab : Alerts

- Create a List Alert

- Create an Item Alert

- Use Alerts

- Manage Alerts

After completing this module, students will be able to:

- Track and Manage Versioning

- Use Check in and Check out

- Enable List Item ranking via Likes and Rating Scales

- Multi-Document Actions

- Use Column\List Level Validation

- Use Content Ratings

- Use Audience Targeting

- Use Metadata Navigation

- Use Manage Item Scheduling

- Use Document ID Service

- Use file plan reports

- Use Record declaration settings

Module 6: Permissions

In this module we take a look at SharePoint permissions. We will learn about SharePoint groups, permission levels, permissions and explore the new Permission Finders.

Lessons

- SharePoint Permissions

Lab : SharePoint Permissions

- Review Default Groups

- Add Users to a Site

- Requests for Access

- Understand Security Trimmed Interface

- Create New Groups

- Create Custom Permission Level

- Explore Site/List/Item Permission Inheritance

- Permission Checker

- Sharing

After completing this module, students will be able to:
- Describe where usernames and domain groups come from

- How to create and manage SharePoint Groups

- Implement access requests

- What a permission level is

- How to assign permissions to a user or group

- How to break and re-enable inheritance

- What is means to say permissions are cumulative

- Understand that SharePoint has no deny

- How to use the Permission Checker

- How to use the Sharing feature

Module 7: Foundation Site Definitions

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

Lessons
- Creating Sites

- SharePoint Foundation Sites

Lab : SharePoint Foundation Definitions
- Create Sub Sites (Team Site)

- Create/Use a Blog Site

- Create/Use a Wiki Site

- Delete a Site

- Restore a Site

Lab : New SharePoint Sites

- Create a Project Site

- Create a Community Site

- Work with Badges & Reputation

- Enable Offensive Content Reporting

After completing this module, students will be able to:
- Work with team, blog and wiki sites

- Understand how to create a project and community site

- Learn to work with a community site (reputation, content moderation, badges, etc)

Module 8: Office Integration

In this module we are going to take a look at how SharePoint and Office interact with each other and how they handle mobile devices.

Lessons

- Web Applications

- Office Integration

Lab : Office Integration

- Outlook Offline Document Libraries

- Viewing Calendars

- Syncing Tasks

- Viewing Contacts

- Excel Data Reporting

- Access Data Reporting

- SkyDrive Pro

Lab : Office Web Applications

- Explore Office Web Applications

- Create and Edit Word documents in Browser

- Create and Edit PowerPoint document in Browser

- Create and Edit OneNote document in Browser

- Office Web Apps and Search

- Multi-User Editing

Lab : Access Services

- Explore Access Services

Lab : Visio Services

- Explore Visio Services

Lab : Site Mailboxes

- Exchange Setup

- Creating Site Mailboxes

Lab : My Tasks

- Understand Work Management Task Aggregation

- Explore My Site's My Tasks

- Exchange Opt-In Task Sync

Lab : Site Notebook

- Enable a Site Notebook

- Work with the Site Notebook

Lab : Information Rights Management

- Enable Information Rights Management on a Library

- Test IRM

Lab : Machine Translation

- Use Machine Translation in Office Web Apps

- Use Machine Translation in Office Client

After completing this module, students will be able to:

- Describe how SharePoint integrates with Office apps (Outlook, Excel, Access)

- How to work offline with documents

- How to describe and use Office Web Applications (In browser editing, multi-user editing)

- How to describe and use Access and Visio Services

- How to use Site Mailboxes and Site Notebooks

- How to setup Information Rights Management (IRM)

Module 9: My Site

In this module we will review 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

Lab : My Site
- Create Your My Site
- Newsfeeds
- Hashtags & Mentions
- Following
- User Profile
- Notification Settings
- Apps
- My Blog
- My Tasks

After completing this module, students will be able to:
- Describe what a My Site is
- How to create and modify a My Site
- How to work with My Site social networking features (Newsfeeds, Following, Hashtags and Mentions)
- How to protect yourself in the Social Computing realm

Module 10: Search

In this module you will learn how to effectively query the Search Index to find items you are looking for.

Lessons
- Performing Queries

Lab : Performing Search Queries
- Performing simple KQL Queries
- Performing complex KQL Queries
- Performing People Searches

After completing this module, students will be able to:

- Perform effective Keyword Queries
- Perform effective People Searches