KOENIG SOLUTIONS · COURSE OUTLINE

SharePoint 2013 End User Level 2

Learn to use SharePoint Server site definitions, Search, workflows and site or site collection administration and customization.

7	12	160
MODULES	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers the SharePoint Server site definitions, including Business Intelligence Center, Publishing, eDiscovery and Education sites. It then examines the Search Center, covering navigation, customization, refiners and search web parts. It proceeds to workflows in SharePoint 2013, including built-in activities, reusable workflows and SharePoint Designer and Visio-based workflows. It concludes with site administration, site customization with web parts and master pages, and site collection administration, including variations and list throttling.

WHO THIS COURSE IS FOR

- **Site Owners**
- **Site Administrators**
- **Site Collection Administrators**
- **End Users**
- **Content Managers**

LEARNING OBJECTIVES

- Describe the SharePoint Server site definitions and their uses
- Configure the Search Center with refiners, result types and web parts
- Build workflows using SharePoint Designer and Visio 2013
- Apply built-in and reusable workflow activities
- Administer basic site settings such as navigation and themes
- Customize sites using web parts, master pages and page layouts
- Explain site collection administration features such as variations
- Assess site collection settings including storage metrics and policies

COURSE SYLLABUS

7 Modules, 12 Topics

01

Activity

Overview

A simple introduction module.

02

11 Activities | Activity | Activity | Activity | Activity | 5 Activities | 3 Activities | 2 Activities | 8 Activities

Server Site Definitions

In this module we 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

03

7 Activities | 3 Activities | 3 Activities | 7 Activities

Search

In this module you will learn 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

04

Activity | Activity | 4 Activities | Activity | Activity | 4 Activities | Activity | 5 Activities | 6 Activities

Workflows

In this module we will review the new workflow features of SharePoint 2013.

LESSONS

Workflows in SharePoint 2013

05

13 Activities | 6 Activities | 5 Activities | 3 Activities

Site Administration

In this module we are going to take a quick look at some basic site administration tasks. These are tasks that can be done by site "owners".

LESSONS

Basic Site Administration

06

7 Activities | 2 Activities | 3 Activities | Activity | 3 Activities | 2 Activities | 6 Activities

Site Customization

In this module we will take a very brief look at some of the ways to customize your site via the browser and as an end user. There are many more ways at a developer level to customize SharePoint sites, but this module is focused at an end user level.

LESSONS

Using Web Parts · Site Customization

07

20 Activities | 6 Activities | Activity | 4 Activities

Site Collection Administration

In this module we take a look at all site collection settings and describe what a site collection administrator is, and what they can do.

LESSONS

Site Collection Administration

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
01	**Overview**	**After completing this module, students will be able to:** Understand your course, classroom, classmates, facility and instructor
02	**Server Site Definitions**	**LAB: SERVER SITE DEFINITIONS** ■ Use the Publishing Portal ■ Edit publishing pages ■ Work with Reusable Content ■ Review Page History ■ Create new Pages ■ Use the Records Center ■ Setup Send To Connections ■ Create Content Organizer Rules ■ Submit Records ■ Use the Search Center ■ Use Business Intelligence Center **Lab: Managed Navigation:** Managed Navigation **Lab: Cross Site Publishing:** Cross Site Publishing **Lab: Image Renditions:** Image Renditions **Lab: Embedded Code:** Embedded Code **LAB: SHAREPOINT EDISCOVERY** ■ Create Discovery Center ■ Create a Case ■ Create Discovery Sets ■ Create Queries ■ Explore eDiscovery Exchange Integration **LAB: SHAREPOINT EDUCATION** ■ Explore the SharePoint Education Course Site ■ Create and Assign Assignments ■ Create Quizzes **LAB: CONTENT TYPE HUB** ■ Configure Content Type Hub ■ Configure Content Type Publishing **AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO** ■ Describe each of the SharePoint Server site definitions ■ Be able to effectively use the SharePoint Server site definitions ■ Utilize the Publishing site for intranet and internet sites (Create pages, content types, page layouts) ■ Use the new cross site publishing (list catalogs), image renditions and code snippet features ■ Use the Records Center to submit content ■ How to implement in place records management

#	MODULE	ACTIVITY
		■ How to setup and use the eDiscovery Center ■ How to setup and use the SharePoint Education site
03	**Search**	**LAB: SEARCH ADMINISTRATION** ■ Search Result Sources ■ Search Result Types ■ Search Query Rules ■ Search Schema ■ Search Configuration Export and Import ■ Search and Offline Availability ■ Searchable columns **LAB: CREATING REFINERS** ■ Creating Refiners (Custom) ■ Creating Refiners (Managed Metadata) ■ Configure item counts **LAB: CONTENT QUERY WEB PART** ■ Using Content Query Web Part ■ Implementing Top Likes ■ Implementing Most Viewed **AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO** ■ Describe the Search Center features ■ How to enhance the Search experience with Site Collection and Site Search Schemas ■ Add new search and results pages ■ Customize the Search Center using Search Web Parts ■ Create and use Result Types ■ Create Refiners ■ Using the Content Search Web Part

#	MODULE	ACTIVITY
04	**Workflows**	**Lab: Built In Activities (2007):** Use one of each Built-In Activity **Lab: Built In Activities (2010):** Use one of each Built-In Activity (2010) **LAB: REUSABLE WORKFLOWS** ■ Create Reusable Workflows (Site/Global) ■ Export a workflow to Visio ■ Import a workflow from Visio ■ Save as Template **Lab: Modify OOB Workflow:** Modify Out Of Box Workflows **Lab: Looping Workflow:** Create a looping set of workflows **LAB: CREATING SIMPLE 2013 WORKFLOWS** ■ Create a custom workflow using SharePoint Designer 2013 ■ Work with Stages ■ Work with Loops ■ Utilize new SharePoint activities **Lab: Creating Visio-based Workflows:** Create a workflow using Visio 2013 **LAB: OUT OF BOX WORKFLOWS** ■ Create/Use Approval WF ■ Create/Use Collect Feedback WF ■ Create/Use Collect Signatures WF ■ Create/Use Disposition WF ■ Create/Use Three-state WF **AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO** ■ Build workflows with SharePoint Designer ■ How to utilize the new Windows Workflow 4.0 in SharePoint 2013 ■ Understand how to edit built in workflows ■ Implement logging in your workflows ■ Understand the difference between 2010 and 2013 workflows ■ Learn to use the new Stages to implement state machine workflows

#	MODULE	ACTIVITY
05	**Site Administration**	**LAB: SITE ADMINISTRATION** ■ Site Name, Description, Appearance ■ Tree View ■ Composed Looks and Site Theme ■ Navigation ■ Regional Settings ■ User Alerts ■ RSS Settings ■ Workflow Settings ■ Term store management ■ Content and Structure ■ Manage Site Features ■ Reset to site definition ■ Popularity Trends **LAB: GALLERIES** ■ Explore Site Column Gallery ■ Explore Site Content Types Gallery ■ Explore Web Parts Gallery ■ Explore List templates Gallery ■ Explore Master Pages (and page layouts) Gallery ■ Explore Solutions Gallery **LAB: ADVANCED SITE ADMINISTRATION** ■ Site Features ■ Hold Reports ■ Discover and hold content ■ Content Organizer settings ■ Content Organizer Rules **AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO** ■ Understand what a Site Administrator is ■ Be able to describe all Site Administration tasks ■ Administer SharePoint Sites

#	MODULE	ACTIVITY
06	**Site Customization**	**LAB: FOUNDATION WEB PARTS** ■ Web Parts Basics ■ Add a web part ■ Close a web part ■ Delete a web part ■ Media and Content Web Parts ■ Content Rollup Web Parts ■ Social Collaboration Web Parts **LAB: NEW 2013 WEB PARTS** ■ Timeline ■ Search-Driven Content Web Parts **LAB: SERVER WEB PARTS** ■ Basic & Audience Targeting ■ Business Data ■ Office Client Applications **Lab: Filter Web Parts:** Use each of the Filter Web Parts **LAB: MASTER PAGE AND CSS CUSTOMIZATION** ■ Create a Master Page ■ Modify a Master Page ■ Custom CSS **LAB: PAGE LAYOUTS** ■ Create a new Page Layout ■ Create a new Page using a Page Layout **AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO** ■ Modify the shared and personal view of a site ■ Add and delete pages and web part pages ■ Add, remove, close and move web parts to a web part page ■ An understanding of some basic web part on a team site and portal sites ■ Be able to make simple changes to SharePoint master pages and CSS ■ Be able to create page layouts and pages

#	MODULE	ACTIVITY
07	**Site Collection Administration**	**LAB: SITE COLLECTION ADMINISTRATION** ■ Recycle Bin ■ Site Collection Features ■ Site Hierarchy ■ Site Collection Navigation ■ Search engine optimization settings ■ Site Collection Audit Settings ■ Audit Log Reports ■ Portal site connection ■ Content Type Policy Templates ■ Storage Metrics ■ Site collection app permissions ■ Site Policies ■ Site collection cache profiles, object cache & output cache ■ Suggested Content Browser Locations ■ Document ID Settings ■ Help Settings ■ HTML Field Security ■ SharePoint Designer Settings ■ Popularity and Search Reports ■ Site Collection Health Checks **LAB: CREATING VARIATIONS** ■ Variation Settings ■ Variation Labels ■ Variation Logs ■ Translatable Columns ■ Using XLIFF Packages ■ Utilizing Machine Translation **Lab: List Throttling:** Throttle Large Lists **AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO** ■ Understand what a Site Collection Administrator is ■ Understand where to find and configure site collection settings ■ Be able to describe what each of the site collection administration features are ■ Be qualified to be a Site Collection Administrator

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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