

KOENIG SOLUTIONS · COURSE OUTLINE

No-Code SharePoint 2013-2016 Workflows with SharePoint Designer 2013

Learn to build no-code workflows in SharePoint 2013-2016 using SharePoint Designer 2013 and Visio 2013.

6

MODULES

35

TOPICS

29

HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers SharePoint 2013 workflows, including their building blocks, types, associations, subscriptions and visualisations, along with the out-of-the-box workflows such as Three-State, Approval and Collect Feedback. It then covers building workflows with SharePoint Designer 2013, including the workflow interface, ribbon commands, naming and messages, parameters, stages, steps, parallel blocks and reusable workflows. It also covers combining SharePoint Designer 2013 with Visio 2013 to compare text and visual designers, handle errors and package workflows. The course closes with scenario-based exercises that reinforce these workflow concepts.

WHO THIS COURSE IS FOR

SharePoint Administrators

Business Analysts

Workflow Designers

Site Owners

Power Users

LEARNING OBJECTIVES

- Explain what a workflow is and its main building blocks
- Identify types of SharePoint 2013 workflows and their uses
- Configure workflow associations, subscriptions and visualisations
- Apply out-of-the-box workflows such as Approval and Collect Feedback
- Build workflows using SharePoint Designer 2013
- Configure workflow stages, steps and parallel blocks
- Develop reusable workflows with parameters and custom messages
- Compare text-based and visual workflow design with Visio 2013

6 Modules, 35 Topics

01

Course Overview

TOPICS

Introduction · Course Materials · Facilities · Prerequisites · What We'll Be Discussing

02

11 Activities

SharePoint 2013 Workflows

TOPICS

What Is A Workflow? · What Is New In SharePoint 2013 Workflows? · The Main Building Blocks · Types Of Workflows · Workflow Associations And Subscriptions · Workflow Visualizations · Optional Module Topics

03

4 Activities

SharePoint 2013 Out-of-the-Box Workflows

TOPICS

Content Types · Workflow Tasks Lists · Out-Of-The-Box Workflows · Workflow Planning

04

8 Activities

SharePoint Designer 2013 Workflows

TOPICS

- Workflow Interop
- SharePoint 2013 Designer Workflow Interface
- Workflow Ribbon Commands
- Understanding the Workflow GUI
- Naming and Messages
- Workflow Parameters
- Stages, Steps and Parallel Blocks
- Reusable Workflows
- Workflow Associations and Subscriptions
- Workflow Best Practices

05

2 Activities

Workflows Using SharePoint Designer 2013 and Visio 2013

TOPICS

Comparing Text to Visual Designer · SharePoint Designer 2013 Visual Designer · Errors in Workflows with Visio 2013 · Packaging Workflows

06

4 Activities

Concept Reinforcement Scenarios

TOPICS

Scenario 1 · Scenario 2 · Scenario 3 · Scenario 4 · Scenario 5 No Solution

Practise What You Learn

#	MODULE	ACTIVITY
		LAB: SHAREPOINT 2013 WORKFLOWS ■ Exploring SharePoint 2013 Designer User Interface ■ Backstage View ■ Create a Subsite ■ Create a Site Template ■ Delete a Subsite ■ Create a SharePoint List ■ Create a SharePoint Library ■ View Content Types ■ Create a New Content Type ■ Create a Site Column ■ Adding a Content Type to a List or Library
02	SharePoint 2013 Workflows	
03	SharePoint 2013 Out-of-the-Box Workflows	LAB: SHAREPOINT 2013 OUT OF THE BOX WORKFLOWS ■ Out-Of-The-Box Workflows ■ Three-State Workflow ■ Approval Workflow ■ Collect Feedback
04	SharePoint Designer 2013 Workflows	LAB: SHAREPOINT DESIGNER 2013 WORKFLOWS ■ Workflow Lunch Request ■ Workflow with Custom Message ■ Workflow Parameters 1 ■ Workflow Parameters 2 ■ Stages, Steps, and Parallel Blocks ■ Reusable Workflow ■ State Machine ■ List as a Data Source
05	Workflows Using SharePoint Designer 2013 and Visio 2013	LAB: WORKFLOWS USING SHAREPOINT DESIGNER 2013 AND VISIO 2013 ■ Open a Workflow in Visual Designer ■ Create a Workflow in Visual Designer
06	Concept Reinforcement Scenarios	LAB: SCENARIO SOLUTIONS ■ Scenario Solution 1 ■ Scenario Solution 2 ■ Scenario Solution 3 ■ Scenario Solution 4

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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Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

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