KOENIG
step forward

Microsoft Solutions Partner
Microsoft Cloud Training Services

KOENIG SOLUTIONS · COURSE OUTLINE

SharePoint 2013 End User (55031)

Learn to navigate SharePoint 2013 sites and use lists, libraries, views, permissions and Office integration.

11	104	12
MODULES	TOPICS	HANDS-ON LABS

COURSE OVERVIEW

This course covers the fundamentals of working with SharePoint 2013 as an end user, beginning with site navigation and progressing through creating and managing lists, libraries and views. It then covers building sites, adding page content with wiki and web part pages, and working with forms libraries. Later modules address site columns, content types, Office application integration, managing site permissions, and participating in user communities through newsfeeds and personal sites.

WHO THIS COURSE IS FOR

End Users | **Site Owners** | **Content Managers** | **Team Members** | **Site Administrators**

LEARNING OBJECTIVES

- Identify SharePoint versions, site hierarchy and navigation
- Create and configure lists, libraries and their columns
- Manage document versioning, check-out and restore in libraries
- Configure default, personal and shared views for lists and libraries
- Create sites using templates such as Team, Project and Blog
- Add and manage page content with wiki pages and web parts
- Publish InfoPath forms to a forms library
- Assign permissions and manage permission inheritance

COURSE SYLLABUS

11 Modules, 104 Topics

01

Lab

SharePoint 2013 Introduction

This module explains how to become familiar with SharePoint 2013.

LESSONS

SharePoint 2013 Introduction

AFTER COMPLETING THIS MODULE, STUDENTS WILL UNDERSTAND

About the versions of SharePoint · About SharePoint site hierarchy · About Team Site Layout · About navigation within a Team Site

02

2 Labs

SharePoint List Basics

This module explains how to work with SharePoint list basics.

LESSONS

- SharePoint List Basics

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Understand List Templates
- Work with default lists in a Team Site
- Create a new list from a List Template
- Create a custom list
- Add columns to a list
- Control and validate input into list fields
- Link data from separate lists

03

Lab

Library Basics

SharePoint Libraries share the same characteristics as SharePoint lists such as columns, views, and validation to name a few. What distinguishes SharePoint libraries is that each item in a library has a underlying document. So in addition to the data stored in library columns, the document stores its own data based on the type of document. Because of the extra data that can be stored in columns that can be used to filter and search by and features such as versioning, libraries are considered a great replacement for the more traditional file server system. Libraries are, like lists, a fundamental building block in a SharePoint site.

LESSONS

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Create new libraries using library templates
- Work with different libraries in a default Team Site
- Add columns to the library
- Check out documents for editing
- Delete and restore documents from document libraries
- Enable versioning on a library
- Revert a library document to an earlier version

04

Lab

Working with Lists and Library Views

Views provide a flexible system to display SharePoint list and library data in an easy-to-read and easy-to-use manner. Every SharePoint list and library can have multiple views created and configured, and some list and library templates come with special views preconfigured. Views can be defined for personal use or shared use.

LESSONS

- Default Views
- Custom Views

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Use default views built into lists and libraries
- Create personal views
- Create shared views
- Configure views
- Set the default view for a list or library

05

Lab

Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

LESSONS

- Site Templates
- Creating Sites
- Site Navigation

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Know what Site Templates are
- Know about the different types of Site Templates that come “out of the box” with different versions of SharePoint
- Create a new site using Site Templates
- Create a Project site
- Create a Team site
- Create a Community site
- Create a Blog site
- Mange the sites listed in the Top Link bar

06

Lab

Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them. Web Part pages still have one advantage in that you can connect Web Parts so information can pass between them; that option is not available on a wiki page.

LESSONS

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Understand what wiki pages are
- Understand what Web Part pages and Web Parts are
- Add content to the Team Site Home page
- Change the layout of the Team Site Home page
- Create a Web Part page
- Create a wiki page library
- Add Web Parts
- Manage Web Parts

07

Lab

Forms Library

SharePoint Forms library is a special library designed to store Microsoft InfoPath form documents. Microsoft InfoPath comes with a designer tool for graphically creating forms with a wide assortment of fields and controls. The InfoPath Designer can then be used to publish the forms you design to SharePoint rendering them as Web page templates for Forms libraries.

LESSONS

- Creating a Forms Library
- Creating InfoPath Forms
- Publishing InfoPath Forms to SharePoint

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Understand what a Form Library is
- Create a Form Library
- Use InfoPath Designer to design a basic form template
- Publish an InfoPath Designer form template to a Form Library
- Designate form template files as library columns
- Create instances of documents in a Form Library

08

Lab

Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document templates and workflows. Content Types, once created, can then be linked to lists and libraries.

LESSONS

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Create Site Columns
- Create Content Types
- Create a document template for a Content Type
- Assign a Content Type to a list or library
- Create new items based on a custom Content Type

09

Lab

Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Just about every Office application offers some level of integration with SharePoint whether it be simple, such as using an Excel spreadsheet to create a new list, or more full featured, such as Outlook integration. Some integration features enhance what is available online through a browser while others allow access to SharePoint content offline such as a mobile computer environment. This lesson will use a series of walk-throughs and exercises to show how each Office application can integrate with SharePoint.

LESSONS

- Excel Integration
- Outlook Integration
- Access Integration

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Create a list from an Excel spreadsheet
- Update a spreadsheet view of SharePoint list data
- Create an alert
- Subscribe and view an RSS feed from a SharePoint list
- Make a copy of a library in Outlook
- Use the Datasheet view
- Open and edit a list in Access

10

Lab

Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users or groups created outside of SharePoint such as Windows groups.

LESSONS

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

- Create SharePoint groups
- Assign permission in SharePoint
- View permission levels
- Manage permission inheritance at the site level
- Manage permission inheritance at the list or library level
- Manage permission inheritance at the item level

11

Lab

Participating in User Communities

SharePoint offers users a place for social collaboration in the form of personal sites. The experience and functionality is very similar to popular social media sites such as Facebook and LinkedIn. The main difference being that it is controlled by the SharePoint Farm and exposure is typically limited to internal networks.

LESSONS

Configure User Profiles and My Sites · Newsfeeds · People Newsfeeds · Document Newsfeed · Site Newsfeed · Tag Newsfeed · Managing Personal Sites

AFTER COMPLETING THIS MODULE, STUDENTS WILL BE ABLE TO

Edit a personal profile · Manage newsfeeds · Add people newsfeeds · Add document newsfeeds · Add site newsfeeds · Follow tags · Store personal content

HANDS-ON LABS

Practise What You Learn

#	MODULE	ACTIVITY
01	**SharePoint 2013 Introduction**	Team Site Navigation
02	**SharePoint List Basics**	■ SharePoint List Basics ■ Installing and Configuring Windows 7
03	**Library Basics**	Library Basics
04	**Working with Lists and Library Views**	Working with Lists and Library Views
05	**Working with Sites**	Working with Sites
06	**Page Content**	Page Content
07	**Forms Library**	Forms Library
08	**Site Columns and Content Types**	Site Columns and Content Types
09	**Office Integration**	Office Integration
10	**Managing SharePoint Site Permissions**	Managing SharePoint Site Permissions
11	**Participating in User Communities**	Participating in User Communities

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.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com