

## (55031A) –SharePoint 2013 End User

### OBJECTIVE

This SharePoint 2013 End User class is for end users working in a SharePoint 2013 environment. The course teaches SharePoint basics such as working with lists and libraries as well as basic page customizations.

### COURSE TOPICS

#### Module 1: SharePoint 2013 Introduction

- SharePoint 2013 Introduction

#### Module 2: SharePoint List Basics

- SharePoint List Basics

#### Module 3: Library Basics

- Library Templates
- Creating Libraries
- Managing Documents and Versioning

#### Module 4: Working with Lists and Library Views

- Default Views
- Custom Views

#### Module 5: Working with Sites

- Site Templates
- Creating Sites
- Site Navigation

#### Module 6: Page Content

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

#### Module 7: Forms Library

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

#### Module 8: Site Columns and Content Types

- Site Column Gallery

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

#### **Module 9: Office Integration**

- Excel Integration
- Outlook Integration
- Access Integration

#### **Module 10: Managing SharePoint Site Permissions**

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

#### **Module 11: Participating in User Communities**

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

After completing this course, students will be able to:

- Learn to navigate a SharePoint 2013 Team Site.
- Learn to create SharePoint lists.
- Learn to customize SharePoint lists.
- Learn to create SharePoint libraries.
- Learn to manage library document versions.
- Learn to create SharePoint list and library views.
- Learn to create sub sites using various SharePoint templates.
- Learn to create and edit Web page content.
- Learn to create InfoPath Forms and Form libraries.
- Learn to create Site columns and content types.
- Learn to integrate Office applications with SharePoint 2013.

- Learn to manage basic permissions of SharePoint 2013 resources.

## PREREQUISITES

Before attending this course, students must have:

- Basic computer skills.

## TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

## COURSE DURATION

24 Hours (in 3 days)

## CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course