

SharePoint 2013 Training

Overview

End User and Power User

Intended for: **End Users / Power User**

Prerequisites: **None**

Note: Training works on Office 365 and on-premises

Overview:

- Learn core SharePoint features - lists, columns, views, versions, alerts
- Use co-authoring and track changes to make editing documents simple
- Utilize metadata and folders together to make content findable and manageable
- Learn to use tasks and sub-tasks to create project plans and communicate project schedules via timelines
- Use calendars to manage and aggregate events
- Create and initiate out of box workflows
- Understand the different page types and expose the right information using web parts
- Use my site and social features to aggregate tasks, follow colleagues' activities, and share expertise through user profile

1. Introduction

2. Finding Content

- Global navigation
 - Top link bar - global navigation
 - Sites (promoted and followed)
 - Tree view
- Site navigation
 - Quick launch - current navigation
 - Site contents
 - Tree view and metadata
 - Breadcrumb
- List navigation
 - View selection
 - Filters and metadata navigation
 - Ribbon and context menu
 - Focus on content
- Search

3. List

- Creation
- Columns
- Meta data navigation
- Views
- Form configuration
- Versions
- Alerts

4. Documents

- Columns, views, managed metadata
- Editing documents
 - Co-authoring and track changes
 - Using Office Web Apps
- Syncing to local computer using SkyDrive Pro

- Versions
 - When versions are created
 - Check out and check in
 - Major, minor, and approval
- Folders vs metadata

5. Tasks

- Organization for project management
 - Indents
 - Keyboard short cuts
 - Time line
 - Call outs and milestones
 - Fonts
 - Width lock
 - Project summary web part
- Staying informed
 - Aggregation on my site
 - Assignment of ownership email notification
 - Daily alert summaries
 - Connect to Outlook

6. Calendars

- Views
- Connect to Outlook
- Overlays in SharePoint

7. Basic Workflows

- Definitions
- Review and Approval
- Create workflow association
- Starting workflow on an item
- Participating in a workflow

8. Pages, Web Parts, and Apps

- Web parts
- Apps
- Types of pages
 - Standard
 - Wiki
 - Publishing

- Application

9. Social, User Profiles, My Site

- My site, user profile, and personal site
- Follow site, people, hashtags, mentions
- Site newsfeed
 - Commenting
 - Aggregation