

# SharePoint Training DVD Videos

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## SharePoint 2013 Fundamentals

Intended for: Power User / Site Administrator

Prerequisites: None

Hours: 10 hours of video + 9.5 hours of hands on labs

### OVERVIEW

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The SharePoint Fundamentals class presents all the essential SharePoint features and information organization decision points. The course does not require any prior knowledge of SharePoint. If you've already been working with SharePoint, the course will clear up areas that might be confusing and introduce you to new not so obvious functionality.

#### Learn Core SharePoint Features, Information Organization, and Form Management

- Learn core SharePoint features - sites and site collections, lists, columns, views, versions, alerts
- Use collaborative editing and track changes features in Office applications to make real time editing simple
- Utilize metadata and folders together to make content findable and manageable
- Manage permissions, site collection content, site templates, features, and recycle bin
- Design InfoPath forms mapped to SharePoint lists and libraries to collect information
- Create SharePoint Designer workflows that process information submitted through forms
- Learn out of box workflow management and approval workflows through SharePoint Designer
- Understand the different page types and expose the right information using web parts
- Use My Site to aggregate tasks, follow colleagues' activities, and share expertise through user profile
- Understand the changes to site collection once publishing infrastructure is turned on
- Create a site collection mapped to organizational structure from start to finish
- Labs designed to work for both: on premises SharePoint 2013 and Office 365 SharePoint

## **1. Definitions, History, and Expectations**

- Definitions
- History
- Editions
- How to Make SharePoint Successful

## **2. Sites, Lists, Versioning**

- Site Collection
- Site
- Navigation
- Features
  - Site template comparison
- Navigation
- List = App
  - Columns
  - Views
  - Sharing
  - Collaborative editing and SkyDrive Pro
  - Versioning
  - Alerts and popularity
- List specific features
  - Connect to Outlook
  - Calendar aggregation
  - Task indents and timeline

## **3. Social, User Profiles, My Site**

- User Profile and Personal content
  - Basic information
  - Contact and details
  - Contact and details
- Task aggregation on my site - synchronization all tasks from all site collections to person's my site
- Newsfeed and Following
  - Commenting, hashtags, likes

- Aggregation and settings
  - Follow sites, people, hashtags
- Community site template
  - Discussions
  - Reputation and badges

#### 4. Pages, Web Parts, Apps, and Themes

- Types of Pages
- Web Parts

#### 5. InfoPath in SharePoint

- Form design
  - Fields / columns
  - Visual layout
    - Two column layout
    - Four column layout
  - Logic
    - Rules
    - Validation
    - Hide / show controls
  - External data
    - Get data from other SharePoint lists or databases
- InfoPath Form Web Part
- List forms vs. form library
  - Digital signatures
  - Complicated schema - not all fields stored in SharePoint list

#### 6. Workflows with SharePoint Designer

- Introduction
- Two platforms and what's new in 2013
- Definitions
- Stages, steps, and loops
- Conditions and branches
- Actions and variables
- Workflow types and association
- Information Management Policies
- Export and import workflows

#### 7. Security Authorization

- Permissions and Permission Levels
- Site Collection Administrator
- Authentication vs. Authorization
- What provides authentication
- Who can assign permissions
- SharePoint groups
- Web Part to show users and SharePoint groups that have access to the site

## **8. Site Administration Tools**

- Manage Content and Structure Tool
- Features
- Recycle Bin
- List and Site Templates
- Usage Statistics

## **9. Project: Libraries and Lists**

- Setup Research Papers library with folders and metadata
- Setup Area for Industry Clinic project management

## **10. Mobile Access**

- Windows 8 phone
- iPad
- Android browser