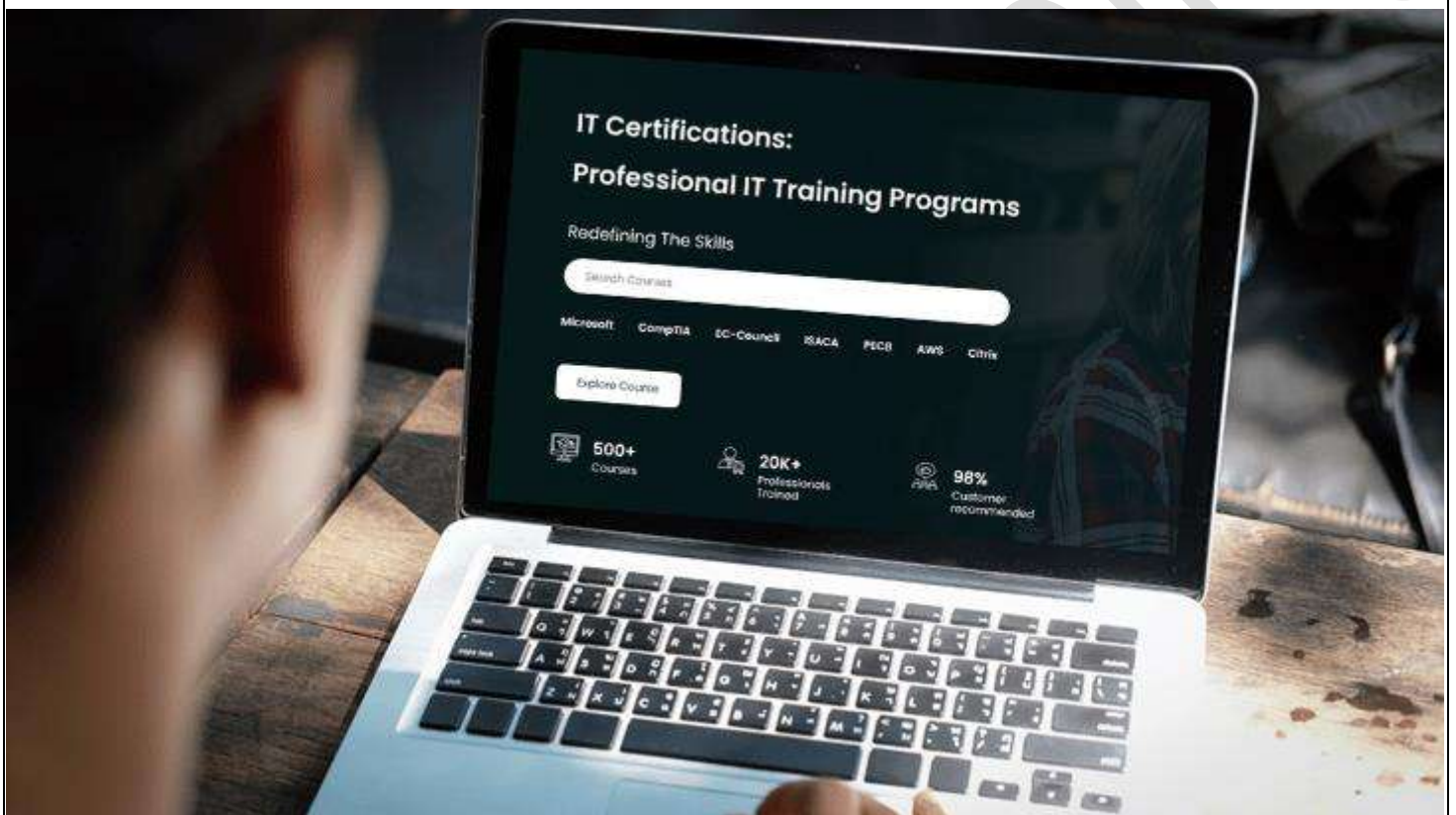




Redefining The Skills



55216: SHAREPOINT 2013 POWER USER TRAINING

Duration: 4 Days

Course Description

This course gives you the confidence to plan and develop new sites or maintain your existing sites by telling the entire site owner story from beginning to end in an interesting and useful way.

Your objective is to learn how to use a site's capability to share information and collaborate with co-workers so that SharePoint is useful to your team.

While participating in hands-on activities and watching live, interactive demos, you will also learn best practices and "what not to do" during the course.

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

- This course is designed for anyone who aspires to become the ideal site owner, whether that means creating and maintaining websites for others or oneself.

What you will learn

- Recognize and describe the features of SharePoint 2013's Adding and Removing Sites.
- Creating and Managing Web Pages with Content, including Images and Videos
- To standardize and automate the production of content and its management, define business information and retention.
- Sites can be tailored to meet certain business needs by adding and configuring apps.
- Workflow-Based Process Construction
- Security Personalization
- Using Social Media to Communicate news feeds and community websites
- Use combinations of the aforementioned strategies to address problems in the real world while working on Search Building Business Scenarios.

Prerequisites

- Attending this course doesn't require any prior expertise.

Curriculum

Module 1: An Introduction to SharePoint 2013

Let's get started with SharePoint 2013 by letting you know about its fantastic selection of features. We will demonstrate popular uses of SharePoint 2013 to manage and share content, create an engaging web page, automate business processes and make good business decisions with Business intelligence.

We will also discuss who will be the typical users of our sites and the role of the site collection administrator.

Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner, we're sure that you will be amazed by the potential that SharePoint 2013 has to offer an end user.

Lessons

- An Overview of SharePoint 2013
- SharePoint Versions
- Central Repository for Information
- Roles in SharePoint
- Web Content Management
- Site Visitors
- Team Collaboration
- Site Members
- Search
- Site Owners
- Social Computing
- Site Collection Administrator
- Workflows
- Farm Administrator
- Business Intelligence
- Security Trimming

Lab 1: Navigate SharePoint

- Navigate between multiple SharePoint sites and Apps

After completing this module, students will be able to:

- Describe the key features of SharePoint 2013
- Navigate around a site and between multiple sites
- Understand the roles of different people in SharePoint from Farm Admins to Visitors

Module 2: Creating Sites

Whether you are managing existing sites or you have not yet started, we will complement your current situation by discussing site hierarchy and planning your SharePoint sites. As a site owner, you will be presented with a selection of site templates. You will use a variety of popular site templates to develop an enhanced understanding of each site's function and appropriate use. Once your site is ready, we will then change the look and feel of your site. You can even try applying your business brand to your test site. We will also build our navigation bar, a simple but powerful way to help users move between websites.

Lessons

- An Introduction to Site Topology
- Navigating SharePoint Sites
- When to Create a Site and Where?
- Applying Custom Themes to a Site
- How to Create a New Site
- Building the Site Navigation Bar
- Site Templates
- Deleting Sites
- Team Sites
- Recovering Deleted Sites
- Project Sites
- Blog Sites

- Community Sites
- Publishing Sites

Lab 1: Create and Delete Sites

- Create a new Team Site
- Delete a Site
- Restore a Deleted Site

After completing this module, students will be able to:

- Understand Sites and Site Collections
- Create Sites using a variety of Templates
- Delete and Restore Sites

Module 3: Creating and Managing Web Pages

SharePoint boasts a rich selection of ways to build web pages. You will learn how to update the home page of your SharePoint site with text, links, images, videos, and web parts. We will also show you the best practices when creating multiple pages and linking them together. In most site templates, creating and managing web pages is a simple, fast, and rewarding way to present essential information and apps. SharePoint can also be used as an Intranet for internal news and information as well as a public-facing website. Due to the high visibility of these websites, it is common to place more control over the release of new web pages or updates to existing pages. For this reason, SharePoint has Publishing Sites.

Lessons

- Introducing Wiki Pages
- Introducing the Publishing Site
- Adding Wiki Pages
- Create and Edit Publishing Pages
- Adding Rich Content to Wiki Pages
- Using Page Layouts
- Promoted Links
- Web Page Metadata
- Adding and Modifying Web Parts
- Site Collection Images
- Deleting Wiki Pages
- Renditions
- Reusable Content
- Web Page Approval
- Scheduling Pages

Lab 1: Create and Update Pages

- Create a Product Summary Page
- Create a Marketing Photo Page
- Create a Supplier Page

After completing this module, students will be able to:

- Describe the types of pages available in SharePoint
- Create, Edit, and Delete Pages
- Work with page content including text, tables, links, images, and video
- Use publishing to control who can see page content during updates

Module 4: Defining Business Information & Retention

Traditionally teams make use of file templates or manual processes to ensure information is collected and retained correctly. In this module, we will help your team establish reusable file templates and automate business processes. An example of this would be removing old unwanted content from your site automatically.

To achieve this you will learn about a variety of SharePoint features including content types, policies, and in-place records management

Lessons

- Managed Metadata Service
- Information Management Policies
- An Introduction to Content Types
- The Records Center
- Create & Manage Content Types
- The Content Organizer
- Content Type Settings
- Document IDs
- Using Content Types in Apps
- In-Place Records Management
- The Content-Type Hub
- Deploying Content Types

Lab 1: Defining Business Information and Retention

- Create and test an invoice content type
- Switch on and test In Place Records
- Create and test a Content Organizer rule

After completing this module, students will be able to:

- Describe the key features of SharePoint 2013 to collect and retain business information
- Use and configure Content Types, Managed Meta Data and Columns
- Create and edit the policy
- Manage Records in place and with Record Centres

Module 5: Adding and Configuring Apps

Apps are required to store information such as events, contacts, and files on a site. SharePoint provides a selection of apps for different scenarios, all with the option to be customized for a specific business requirement. Apps can be broken down into Lists, Libraries, and Market Place Apps.

In SharePoint 2013 lists serve as the structure for calendars, discussion boards, contacts, and tasks. This module explains the concept of lists and then reviews popular options.

A document library is a location on a site where you can create, collect, update, and share files including Word, Excel, PowerPoint, and PDF. We will show you the benefits of using a library and teach you how best to work with files in a library.

An introduction to on-premises and SharePoint Marketplace apps is provided to show how to extend site functionality beyond what Microsoft has provided in the SharePoint 2013 platform.

Finally, this module provides an essential overview of the Microsoft products which are most commonly used in conjunction with SharePoint 2013 and discusses the advantages of each program when combined with SharePoint.

Lessons

- Adding List & Library Apps

- Popular List & Library Templates
- Managing List & Library Settings
- Add, Modify, Upload, and Delete Content in Apps
- Create and Manage App Columns
- Adding Site Columns
- Sort and Filter Content
- Create and Manage Public Views
- Personal Views
- Working with Document Sets
- Using Alerts in Apps
- Creating App Templates
- Office 2013 Integration with
- SharePoint Apps*
- On-Premises Apps
- SharePoint Marketplace Apps
- *Office Integration
- Integration with Microsoft Office
- SharePoint Designer 2013
- Co-Authoring
- InfoPath Designer 2013
- Outlook 2013
- OneDrive for Business

Lab 1: Working with Apps Lab 1

- Create a new library
- Create columns and views
- Create a document set

Lab 2: Working with Apps Lab 2

- Upload and manage files
- Create a new view in a library
- Create and delete announcements
- Test SharePoint alerts
- Update items in the Quick Edit view

After completing this module, students will be able to:

- Create Apps to store business information including documents, images, and videos
- Customize apps to make them relevant to their business requirements using columns, views, and app settings
- Use apps with other office applications such as Excel and Outlook

Module 6: Building Processes with Workflows

Workflows are a powerful efficiency tool that can be used to organize and track process-driven tasks including approval processes. Workflows will be demonstrated using real-world examples. You will be given the opportunity to build workflows and review workflow progress. Also covered is an introduction to Microsoft SharePoint Designer 2013 and third-party workflow tools.

Lessons

- An Introduction to Workflows
- Adding Workflows
- Workflow Scenarios

- Removing Workflows
- Creating Workflows
- Third-Party Workflow Tools
- Configuring Workflow Settings

Lab 1: Create and Run Workflows

- Add a new workflow
- Test the workflow
- Update, Rerun and stop a workflow

After completing this module, students will be able to:

- Understand when to use a workflow
- Create and edit workflows in the browser
- Use workflows to collect approval and feedback information

Module 7: Customizing Security

Security is an important element of any site. You will see instructor-led demonstrations of the best practices for adding and removing colleagues from your site and defining their level of access. As a site owner, you can customize permission levels. This means that you can create levels of access that are aligned with the responsibilities of your site's users. An example of this would be allowing a group of users the ability to upload content but not delete content.

Lessons

- An Introduction to Security
- Creating Groups
- Access Requests
- How Inheriting Security Works
- Share Sites and Files
- Securing Apps, Folders, Files/Items
- Approving Access Requests
- Managed Metadata Security
- Creating Permission Levels
- OneDrive Security

Lab 1: Configure Site Security

- Create a Permission level and Group
- Adding users to a group
- Sharing a site

After completing this module, students will be able to:

- Understand how security works in SharePoint
- Use Share to add users to a site
- Review security and remove users from a site
- Edit security to control what specific groups are users are allowed to do

Module 8: Communicating with Social Tools

This module covers a new and evolving culture change in the way that we work with business information. Social features are an engaging way for users to collaborate. The variety of social tools available to you is overwhelming. You will learn the differences between each of these tools and when to use them.

Lessons

- An Introduction to Social Tools
- Community Sites
- Updating your Profile
- Community Portal
- Blog Sites
- Skype for Business
- Newsfeeds

Lab 1: Get Social

- Update your profile

After completing this module, students will be able to:

- Understand the benefits of each social tool in SharePoint
- Create and configure social tools including community sites and blogs
- Add content to social sites

Module 9: Working with Search

SharePoint provides the ability to store vast amounts of content in a variety of locations. This module covers a set of tools that help you to efficiently locate the information you need.

Lessons

- Searching in SharePoint 2013
- How Search Works
- Refinements
- Promoted Results
- Search Criteria
- Search Web Parts
- People Search
- How Can Search be Customized?

Lab 1: Search

- Review Company Hierarchy
- Investigate Products
- Find Company Handbook
- Navigate the Trains by Dave's sites

After completing this module, students will be able to:

- Describe the key features of the search
- Use search to find content including people, sites, and videos
- Use search web parts to roll up content from multiple locations

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