

SharePoint 2013 Site Members

Duration: 1 day

Overview:

This one day course has been designed to provide an introduction to SharePoint 2013. The course has been designed to encompass theory and classroom discussion, combined with hands on lab time. Thus, enabling students to discuss new concepts, before putting them into practical applications during the labs.

Target Audience:

This course has been designed for anyone who is new to SharePoint 2013. These are professional people, who need to be quickly brought up to speed on how they can use SharePoint to collaborate and share information with their colleagues.

Pre-requisites:

This course has been developed to ensure attendees require minimal prerequisites to participate. Course participants should be comfortable using a computer for basic tasks, such as managing files and browsing the web. Attendees should also have prior exposure to Office 2010 or 2013.

At Course Completion:

After completing this course, students will be able to:

- Understand how to Navigate and search SharePoint Sites
- Understand the benefits of Lists and Libraries in SharePoint
- Have gained practical experience with document management
- Be able to monitor and participate in a SharePoint Workflow
- Know how to find and connect to information in SharePoint
- Understand how to share information with their colleagues
- Manage and customise content in their Team Site

Module 1: Introduction to SharePoint 2013

- Business challenges
- Business Benefits
- SharePoint Overview
- Introduction to SharePoint 2013
- User Menus
- Searching SharePoint
- OneNote integration
- Drag and drop

Lab 1: Exploring SharePoint

- Exercise 1: Navigating through your SharePoint team site
- Exercise 2: Opening a Word document from the documents library
- Exercise 3: Using search to find content

Module 2: Introduction to Apps

- Introduction to apps
- Benefits of document libraries and lists
- Navigating lists and libraries
- Views
- Adding documents
- Types of lists
- Other types of lists
- Types of libraries

Lab 2: Working with Lists

- Exercise 1: Upload a document
- Exercise 2: Upload a document straight into the browser
- Exercise 3: Upload document using Explorer view
- Exercise 4: Add a task to a task list
- Exercise 5: update a task

Module 3: Document Management

- Document management
- Version management
- Check out and check in
- Recycle bin

Lab 3: Document Management

- Exercise 1: Concurrently edit a Word document
- Exercise 2: Checking out a document
- Exercise 3: Managing document versions
- Exercise 4: Working with the recycle bin

Module 4: Working with Workflow

- Using workflow
- Out-of-the-box workflows
- Starting a workflow
- Participating in a workflow
- Monitoring a workflow

Lab 4: Working with Workflow

- Exercise 1: Start an approval workflow
- Exercise 2: Monitor the status of a workflow
- Exercise 3: Participating in the workflow

Module 5: Microsoft Office Integration

- Microsoft Office and SharePoint integration
- Office web applications
- Integrated document management
- Upload Centre
- Quick Edit
- Export to Excel
- Slide library
- Connect to Outlook
- Alerts
- RSS Feeds
- Follow
- Alerts vs. RSS
- Sync library to computer
- SharePoint workspace

Lab 5: Working with Office

- Exercise 1: Create an alert on the contact list
- Exercise 2: Connect to a contact list
- Exercise 3: Publishing PowerPoint slides

Module 6: Collaborating with Blogs and Wiki Pages

- Blogs
- Wiki pages
- Blog site
- Wiki pages and web parts

Lab 6: Customising your Team Site

- Exercise 1: Editing the team site home page
- Exercise 2: Update your home page
- Exercise 3: Create a new wiki page
- Exercise 4: Add a web part to the home page
- Exercise 5: Create a blog post