

SHAREPOINT 2013 COURSES



POWER USER ADVANCED

For people who are SharePoint Power Users (site administrators). Learn how to use the advanced features of SharePoint and use it to its full potential. Gain knowledge of more advanced and practical features.

Level:

For advanced levels

Prerequisites:

SharePoint – Power User Day 1, or equivalent knowledge.

Audience:

This course is designed for SharePoint Site Owners who want to use the full potential of SharePoint sites.

Aim:

of this course is to build on the knowledge acquired at the end of the Day 1 course and take lists, libraries and pages one step further. The student will learn less frequently used but extremely practical features such as calculated columns, lookup columns or person or group columns as well as advanced view criteria. The student will also learn how to use managed metadata, content types and documents sets. We will also go one step further exploring various Web Parts.

Overview:

Module 1: Lists and Library Columns

- Calculated columns
- Lookup columns
- Person or group columns
- Conditional values
- Working with dates
- Round values
- Concatenating values

Module 2: Managing Metadata

- Definitions and limitations
- Creating and using a managed metadata column
- Local Managed metadata and Term Sets

Module 3: Views

- Using [Me] and [Today] criteria
- Creating groups
- Adding totals
- Changing the style
- Setting up how folders are displayed

Module 4: Local Content Types

- Revision about Metadata
- Content Types
- Document Sets
- Document Templates

Module 5: Web Parts

- Web Part properties
- Types of Web Parts
- Customizing App Parts and Web Parts
- Creating linked lists
- Audience targeting

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day