

SHAREPOINT 2013 COURSES



POWER USER ESSENTIALS

For people who use SharePoint sites and now need to administer them; how to create and manage lists, libraries and Metadata; manage sites and work with SharePoint in greater detail.

Level:

For intermediate levels

Prerequisites:

Being a regular SharePoint site user.

Audience:

This course is intended for people who have been using SharePoint sites and who now need to administer sites.

Aim:

of this course is to learn how to create various SharePoint lists and libraries and setting them up (title, navigation, versioning, etc...). The student will also learn how to create metadata columns at different levels, create public or personal views and manage permissions. This content will then be presented on site pages which the student will learn to differentiate, create and customize. The course will also provide an introduction to web parts.

Overview:

Module 1: Introduction to SharePoint

- What is SharePoint?
- SharePoint functional areas

Module 2: Lists and Libraries

- Accessing site content
- Out Of The Box lists and libraries
- Naming conventions
- Creating lists and libraries

Module 3: Lists and Libraries Settings

- Accessing the settings
- Changing name, description and navigation
- Setting up versioning
- Requiring Check-Out for files

Module 4: Working with Metadata

- What is Metadata?
- List/library columns vs Site Columns
- Column Information Types
- Adding, editing, deleting list/library columns
- Adding, editing, deleting site columns

Module 5: Views

- View types in SharePoint
- Creating, modifying, deleting views.

Module 6: Managing a Site

- Accessing site settings
- Changing the look of the site
- Changing site title and adding a logo
- Specifying site navigation settings
- Managing the left navigation panel
- Customizing the Quick Launch bar
- Using the recycle bin
- Deleting a site

Module 7: Managing Permissions

- Definitions
- Managing users and groups
- Managing access requests to a site
- Inheritance

Module 8: Working with Webpages

- Definitions
- Creating and customizing Wiki Pages
- Working with Web Part content
- Editing Web Part Pages

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day