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SharePoint's Premier Training Company

SHAREPOINT 2013
POWER USER TRACK

Duration 4 days

Prerequisites

This course is aimed at delegates that have little or no previous exposure to SharePoint 2013. The course incorporates all of the modules from our Introduction to SharePoint 2013 2 day course and SharePoint 2013 Site Owner 2 day course.

This course caters for Power Users within a SharePoint on-premise environment. Power Users within a SharePoint Online environment will also find the vast majority of the content applicable to their roles.

Introduction to SharePoint 2013

This module highlights the uses and benefits of SharePoint 2013. Using SharePoint 2013 as a central repository, for team collaboration, managing web content, expansive searching, social networking, automation and as a business intelligence centre. Also covered is the diversity of the product versions and what functionality they include. Finally we discuss realistic scenarios throughout the course that will help the delegates to relate to the content.

- *Overview of SharePoint 2013*
    - *Central Repository for Information*
    - *Web Content Management*
    - *Team Collaboration*
    - *Search*
    - *Social Computing*
    - *Workflows*
    - *Business Intelligence*

Finding Information

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

- *Navigation*
- *Search*
    - *Simple Search*
    - *People Search*
    - *Other content – Sites, Videos, Pages and Blogs*
- *Understanding Search Results*
    - *Promoted Results*
    - *Refinements*
- *How search works*

Working with Lists

Lists serve as the structure for calendars, discussion boards, contacts, and tasks in SharePoint 2013. This module explains the concept of lists, and then reviews popular out-of-the-box options. The operative differences of each option are highlighted through Instructor-led demonstrations. Students learn effective ways to use and contribute to lists. Demonstrations of filters and views highlight usability and efficiency. The following topics are also covered:

- *Overview of Default Lists and List Templates*
- *Add, Modify, and Delete Content in SharePoint 2013 Lists*
- *Sort and Filter Content*
- *Tracking List Content*
- *Use Default and Custom Views*
- *Connect a List to Microsoft Outlook*
- *Starting Workflows*

Working with Libraries

A document library is a location on a site where you can create, collect, update, and share files with other people. This module explains the benefits of using a library and teaches the student how best to work with files in a library. Also discussed are how collaborators can use various document management features such as Document ID's, Document Sets and the Content Organizer. The following topics are covered:

- *Introduction to document libraries*
- *Uploading, creating and deleting documents*
- *Working with folders*
- *Working with documents in a library*
- *Working with document properties*
- *Document Management Features*
    - *Document IDs*

- o *Document IDs*
- o *Document Sets*
- o *The Content Organizer*

Working with Publishing Features

SharePoint 2013 has a wide array or rich Web Content Management features that can be utilised to support an internet facing site. This module provides delegates with a basic understanding of the options available in a publishing site and the advantages these can bring to successfully managing a public site or intranet portal.

- *Introducing the Publishing Site*
- *Create and Edit Publishing Pages*
- *Using Page Layout*
- *Site Collection Images*
- *Renditions*
- *Reusable Content*

Leveraging Social Content in the Business

This module covers a selection of topics on the various social networking facilities that are available in SharePoint 2013. These features are a new way for SharePoint users collaborate and the successful promotion of these social networking features can really boost business performance. The following topics are covered in this module:

- *Introducing Social Networking*
- *The Organisational Chart*
- *The NewsFeed*
- *Microblogs*
- *Tags & Notes*
- *Working with the Community Site Template*

Site Owner Responsibilities

Site Owners are trusted with functionality that in other business systems would normally only be available to developers. As a new Site Owner it is important to know what is expected of you and what are the best practices. This module leads the site management course by discussing the delegates role in creating sites, reasons for creating sites and the importance of securing the site before adding content. The following topics are covered:

- *Responsibilities of a Site Owner*
- *SharePoint user model – IT, Site Owners and Site Members*
- *Security*
- *Structure*
- *Site Content Ownership*

Creating and Managing Sites

Fundamentally, site collections are composed of different site templates. In this module students will create each of these components to develop an enhanced understanding of each sites function and appropriate use. The following lessons are covered:

- *Introduction to Site Topology*
- *When to create a site and where?*
- *How to Create a new Site*
- *Site Templates*
  - *Blogs*
  - *Community Sites*
- *Site Settings*
- *Deleting Sites*

Permissions and Security

Security is an important element of any site collection. This module includes Instructor-led demonstrations of default groups. Thorough coverage of the use, creation, and application of custom permission levels provide students with comprehensive knowledge about the creation and management of sites. We also focus on security management best practices. The following lessons are covered:

- *Introduction to Security in SharePoint 2013*
- *Permissions, Permission Levels and SharePoint Groups*
- *Manage User Access to SharePoint Site*
- *Manage SharePoint Groups and Users*
- *Breaking Permissions Inheritance within the Site*
- *SharePoint Security Best Practices*

Adding and Configuring Apps

Maintenance and use of lists apps and library apps are one of the site owner's primary responsibilities. Well-constructed lists and libraries save users time and frustration, which translates to an effective gain for organisations. This module covers elements such as views, columns and views which are fundamental to this construction. Versioning and other library settings which can serve to enhance a list or library are also taught in this module. Features such as Document IDs, Document Sets and the Content Organizer are configured and tested. An introduction to on premise and SharePoint Marketplace apps is also included in this module. The following lessons are covered:

- *Using list and library apps*
- *Managing list & library properties*
- *Creating list templates*
- *Creating & managing columns*
- *Site columns*
- *Creating & managing views*
- *Document IDs, Document Sets and the Content Organizer*

- *Configuring advanced list & library settings*
- *On premise apps*
- *SharePoint Marketplace apps*

Adding & Managing Workflows

Workflows are a powerful efficiency tool which can be used to organise and track process driven tasks. In this course, application and customisation of these workflows is demonstrated using real world examples, as well as investigating how Visio and SharePoint Designer can be used to enhance the experience. Students are given the opportunity to build workflows and track workflow tasks. The following lessons are covered:

- *Introduction to workflows*
- *Workflow scenarios*
- *Creating workflows*
- *Configuring workflow settings*
- *Adding workflows*

Creating & Managing Content Types

Configuration of Content Types allows Site Collection Administrators and Site Owners to group attributes such as metadata, workflows and document templates into functional components. These Content Types can be managed in a dedicated site collection so that they can be shared across the entire SharePoint farm. This functionality allows for an enhanced user experience and reduced administrative overhead. The following lessons are also covered:

- *Introduction to content types*
- *Creating & managing site content types*
- *Content type settings*
- *Document Sets*
- *The Content Type Hub*
- *Deploying content types*

Document Lifecycle Management

SharePoint supports an array of features to support the process of controlling the governance of documents in a business. This module will introduce delegates to the records center, information management policy settings and how to use workflows and the content organizer to manage document lifecycles. The following lessons are covered:

- *An introduction to governance*
- *Information management policy settings*
- *Disposition workflows*
- *The Records Center*
- *The Content Organizer*

Site Customisation

Fundamentally, site collections are composed of sites, basic pages, and Web Part pages. In this module students will create each of these components to develop an enhanced understanding of each item's function and appropriate use. The following lessons are covered:

- *Adding Pages to your SharePoint Site*
- *Adding and Modifying Web Parts*
- *Deleting Pages*
- *Look and Feel Settings*
- *Modifying Navigational Components*
- *Creating Site Templates*