



Microsoft Partner

Gold Collaboration and Content



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Synergy Productivity Training Series

SharePoint 2013 Information Worker

Course Outline

The purpose of this one-day course is to educate course attendees on key information worker capabilities in SharePoint 2013. SharePoint 2013 offers significant advantages over the previous SharePoint offerings by allowing Information Workers to more easily interact with the SharePoint 2013 platform via the browser. It assists greatly in helping to organise, discover and manage information assets. This course highlights the essential SharePoint 2013 skills required to meet and exceed the needs of an organisation's information management goals.

Skills Gained

After completing the course students will:

- Understand the SharePoint 2013 user environment
- Have the knowledge and practical skills of the new features in SharePoint 2013
- Have a working knowledge of how to Navigate and Search within SharePoint 2013
- Know how to find, share and connect with information
- Be able to use SharePoint 2013 lists for routine information management tasks
- Learn how to work with core document management capabilities of SharePoint 2013
- Know how to expose, manipulate and design Views of lists and libraries for end-users
- Be able to connect to co-workers and information using social networking
- Understand how to interact with SharePoint from both Microsoft Office 2013 client applications and Microsoft Office Web applications.

Target Audience

The class is geared towards entry level SharePoint 2013 users. This includes individuals who have no exposure to SharePoint or individuals that have a working knowledge of the SharePoint environment as a user but desire a more comprehensive and structured knowledge of SharePoint 2013's functionality.

Prerequisites

Students attending this class should have basic skills in computer usage. Attendees should have literacy with basic document management, email, and Internet web browsing. Attendees should also be familiar with Microsoft Office applications.



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1. Intro to Course / Training

- What is SharePoint?
- Demonstrations of SharePoint Examples & Case Studies
- Typical Business Uses
- Who is an Information Worker? How does the Info Worker fit in with other SharePoint roles?

2. Introduction to SharePoint 2013

- Features and demonstrations of SharePoint 2013
- Basic understanding of Site Collections, Sites and Subsites, Content and Permissions
- Understanding SharePoint structure and its templates

3. Navigation and Search

- Site Navigation
- Site Template Comparison
- SharePoint 2013 Search
- People Search
- Search Result Options

4. Lists

- Creating Lists
- List Navigation & List Template comparison/use
- Item Management (Ribbon and ellipsis navigation – add, edit, delete, alerts, etc)
- Columns
- Filtering and Viewing content
- My Tasks
- Sharing

5. Libraries

- Creating Libraries
- Library Navigation & Library Templates comparison/use
- Document Management (Ribbon and ellipsis navigation – add, edit, delete, alerts, etc)
- Drag and Drop
- Versioning
- Content Approval
- Filtering and Viewing content
- Recycle Bin (Site Contents)
- Sky Drive Pro Sync
- Site Mailbox



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6. Social

- User Profile, MySites and Personal Content
- Sharing
- Task Aggregation on MySite
- Blogs and Wikis
- Microblogging (commenting, hash tags, likes)
- Community Sites, Activity & News Feeds, Status Updates, Mentions/Trending/I'm Following
- Discussions & Communities (achievements, reputation & badges)

7. MS Office

- Office 2013 Word Integration with SharePoint 2013
- Office 2013 Excel Integration with SharePoint 2013
- Office 2013 PowerPoint Integration with SharePoint 2013
- Office 2013 Project Integration with SharePoint 2013
- Office 2013 Outlook Integration with SharePoint 2013
- Publishing and Sharing Content to SharePoint (Office Trust Centre)