

Course WLC-SPE1301 – Microsoft SharePoint 2013 End-User Training

Two (2) days, Instructor-Led

Pre-requisites:

Basic SharePoint Concepts

Course Outline

Unit 1: SharePoint 2013 Introduction

- ✚ Overview of New Features
- ✚ SharePoint Versions
- ✚ Team Site Layout and Navigation

Unit 2: SharePoint List Basics

- ✚ List Templates
- ✚ Creating Lists
- ✚ List Columns
- ✚ Column Validation
- ✚ Calendars

Unit 3: Library Basics

- ✚ Library Templates
- ✚ Creating Libraries
- ✚ Managing Documents and Versioning

Unit 4: Working with Lists and Library Views

- ✚ Default Views
- ✚ Custom Views

Unit 5: Working with Sites

- ✚ Site Templates
- ✚ Creating Sites
- ✚ Site Navigation

Unit 6: Page Content

- ✚ Wiki Library Pages
- ✚ Web Part Pages
- ✚ Working with Web Parts

Unit 7: Forms Library

- ✚ Creating a Forms Library
- ✚ Creating InfoPath Forms
- ✚ Publishing InfoPath Forms to SharePoint

Unit 8: Site Columns and Content Types

- ✚ Site Column Gallery
- ✚ Creating Site Columns
- ✚ Site Content Type Gallery
- ✚ Creating Content Types

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes

