

Course WLC-SPE1302 – Microsoft SharePoint 2013 Power-User Training

Three (3) 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

Unit 9: Office Integration

- Excel Integration
- Outlook Integration
- Access Integration

SharePoint Workspace

Unit 10: Managing SharePoint Site Permissions

- + SharePoint Groups
- + Assigning Permissions
- + Permission Levels and Inheritance

Unit 11: Participating in User Communities

- + Configure User Profiles and My Sites
- + Managing Colleagues and Team Members
- + Managing My Content
- + Using Tags and Notes

Unit 12: What's Next

- + Overview of SharePoint 2013 for Administrators and Developers

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