

This 3-day SharePoint 2013 End User class is for end users working in a SharePoint 2013 environment. The course teaches SharePoint basics such as working with and managing lists and libraries as well as basic page customizations.

**Course Objectives:**

- Learn to navigate a SharePoint 2013 Team Site.
- Learn to create SharePoint lists.
- Learn to customize SharePoint lists.
- Learn to create SharePoint libraries.
- Learn to manage library document versions.
- Learn to create SharePoint list and library views.
- Learn to create sub sites using various SharePoint templates.
- Learn to create and edit Web page content.
- Learn to create InfoPath Forms and Form libraries.
- Learn to create Site columns and content types.
- Learn to integrate Office applications with SharePoint 2013.
- Learn to manage basic permissions of SharePoint 2013 resources.

**Audience:** Anyone interested in getting to know SharePoint or get acquainted with what’s new in SharePoint 2013.

**Prerequisites:** Minimal prerequisites. Participants should be comfortable using a computer for basic tasks, such as managing files and browsing the web, and should also have prior exposure to Office 2010 or 2013.

**Number of Days:** 3 days

<p><b>1</b>     <b>SharePoint 2013 Introduction</b>          SharePoint Versions          Team Site Layout and Navigation</p>	<p><b>5</b>     <b>Working with Sites</b>          Site Templates          Creating Sites          Site Navigation</p>
<p><b>2</b>     <b>SharePoint List Basics</b>          Creating Apps Using List Templates          Creating Lists          List Columns          Column Validation</p>	<p><b>6</b>     <b>Page Content</b>          Wiki Library Pages          Web Part Pages          Creating a Web Part Page          Working with Web Parts</p>
<p><b>3</b>     <b>Library Basics</b>          Library Templates          Creating Libraries          Managing Documents and Versioning</p>	<p><b>7</b>     <b>Forms Library</b>          Creating a Forms Library          Creating InfoPath Forms          Publishing InfoPath Forms to SharePoint</p>
<p><b>4</b>     <b>Working with Lists and Library Views</b>          Default Views</p>	

**8 Site Columns and Content Types**

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

**9 Office Integration**

- Excel Integration
- Outlook Integration
- Create an Alert
- Subscribe to a List's RSS Feed
- Connect to Outlook
- Access Integration

**10 Managing SharePoint Site**

**Permissions**

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

**11 Participating in User Communities**

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Documents Newsfeed
- Sites and Tags Newsfeeds
- Managing Personal Sites