

## SharePoint Training - Course Syllabus

**Course: Using SharePoint 2013 or Office 365 SharePoint  
(Level 100 – Introductory)**  
This is a 2-day course.

### Introduction

**Are you just getting started with SharePoint 2013 or Office 365 SharePoint?**

**Are you looking for a “SharePoint for Beginners” type of class?**

**Have you been trying to figure out SharePoint 2013 or Office 365 SharePoint on your own and feel like you’re missing some critical information to tie everything together so it all makes sense? Or feel like you’re missing the ‘power’ it’s supposed to provide?**

**Someone in your organization has given you a SharePoint 2013 or Office 365 SharePoint site—what are you going to do with it?**

- Share information about your department or project with the rest of your organization?
- Collaborate with your team?
- Improve communication between people?
- Manage a project?
- Increase productivity?

This **two-day** course is designed to provide the hands-on experience with SharePoint 2013 or Office 365 SharePoint that you need to begin utilizing SharePoint's basic features within departments and teams in your organization. Although some people may learn how to use some of the basic functionality by just jumping right in and seeing what they can do with it, these people usually miss a lot of the power that SharePoint provides. After taking this class, you can be assured that you will begin using it in the most effective way possible.

The concepts and features taught in this course are all applicable to SharePoint Server 2013 and the SharePoint Online included in most Office 365 plans. Although this class doesn’t utilize any of the features that are exclusive to the Enterprise edition of SharePoint 2013, everything that is covered is applicable to both the Standard and Enterprise editions.

### Audience

This course is intended for:

- SharePoint Site Owners
- Project Managers
- Department Managers
- Trainers
- Help-desk and End-user Support Professionals
- IT Professionals who are interested in the out-of-the-box functionality and features
- CIOs and IT Managers who are considering implementing SharePoint in their environment
- Anyone who will be using SharePoint 2013 or Office 365 SharePoint

The typical environments that professionals work in can vary greatly from very small organizations with just a few employees to very large organizations with thousands of employees and multiple locations.

## At Course Completion

After completing this course, students will be able to:

- Understand the concepts and terminologies that are unique to SharePoint 2013
- Use SharePoint 2013 to create, organize, discover, and share information with others
- Use SharePoint 2013 to manage a collaborative team
- Use SharePoint 2013 for Enterprise Content Management
- Use the social computing features in SharePoint 2013

## Prerequisites

Students should be comfortable using Windows in their everyday work. The course assumes that the student has no prior experience with SharePoint 2013 or any previous version of SharePoint. If you are comfortable with the copy and paste function of Microsoft Windows Operating Systems, then you have the prerequisite skills necessary to benefit from this course.

## Course Outline

*(Note: This Course Outline is subject to minor changes and refinements based on student feedback and instructor experience.)*

### Using the Basic SharePoint 2013 and Office 365 SharePoint Feature Set

#### Module 1: Introduction to SharePoint 2013

The class assumes that the student is seeing SharePoint for the very first time, so no prior SharePoint knowledge is necessary. Students will begin by learning what SharePoint is conceptually—and how information is accessed in SharePoint—by exploring an existing SharePoint site. During the first two days, students will build an identical SharePoint environment.

Questions that will be answered in this module include:

- What is SharePoint 2013?
- How do I navigate pages, sites, lists, and libraries in SharePoint 2013?

#### Module 2: Document Libraries

Much of the information in most organizations is stored in file shares and users' "My Documents" folders on their local computer. Document Libraries in SharePoint build on the file share paradigm that most users are familiar with but add a number of significant improvements. In this module, students will learn the role that Document Libraries play in a SharePoint site by adding documents to a library, categorizing documents with folders and metadata, and creating custom views.

Questions that will be answered in this module include:

- How do I upload single and multiple documents to SharePoint?
- How do I drag and drop documents into SharePoint?
- What is a Library? How do I create one?
- What is metadata and why is it different (and better) than folders?
- How do I create a column on a Library?
- How do I validate the information in a column?
- How do I create views of a library?

#### Module 3: Office Web Applications

Although not strictly a feature of SharePoint Server 2013, the Office Web Applications provide a way for users to both view and edit Microsoft Word, Excel, PowerPoint, and OneNote documents entirely in the browser. In this module, students will explore and use many of the features in the Office Web Applications.

Questions that will be answered in this module include:

- How do I create new blank documents with the Office Web Applications?
- How do I edit a document in the Word Web Application?

- How do I edit PowerPoint presentations in the PowerPoint Web Application?
- How do I edit Excel Spreadsheets in the Excel Web Application?
- How do I edit OneNote notebooks in the OneNote Web Application?
- How does co-authoring work to allow multiple people to work on Word, Excel, PowerPoint, and OneNote documents simultaneously in real time?

#### **Module 4: Basic Document Management**

In this module, students will build on what they have learned about Document Libraries and explore the document management functionality. Students will explore the features that allow SharePoint to automatically create and store both minor and major versions of documents such that previous versions can be viewed or restored if needed. Students will also use the content approval and check-in and check-out functionality, along with the Recycle Bin, to restore documents that have been deleted.

Questions that will be answered in this module include:

- How do major and minor versioning work in SharePoint?
- How do I create draft versions of a document?
- How do I publish a document?
- How does document check-in and check-out work?
- How does the Approval process work?
- How can I restore deleted documents?

#### **Module 5: Lists**

At its core, a SharePoint site consists of a number of lists. In this module, students will work with the out-of-the-box Links list that is natively part of a SharePoint team site. Students will also create their own custom lists with custom views, and learn how to create a list from data that is in an Excel spreadsheet.

Questions that will be answered in this module include:

- What type of information is stored in a SharePoint List?
- What list templates are available?
- How do I customize the out-of-the-box lists with columns and views?
- How do I create a custom list?
- How do I edit items in a SharePoint list?

#### **Module 6: Pages and Web Parts**

SharePoint is more than just lists and libraries for storing information. It is a system for retrieving and working with information. Pages customize the display experience. In this module, students will create and edit their own Wiki Pages and Web Part Pages; they will use the Content Editor Web Part, Image Web Part, and Page Viewer Web Part to customize the content that appears on their pages.

Questions that will be answered in this module include:

- What is a Wiki Page?
- How do I edit content on a Wiki Page?
- How do I apply styles and layout to a Wiki Page?
- How do I add tables and pictures to a Wiki Page?
- What are Web Parts?
- How do I add Web Parts to a Wiki Page?
- How do I modify a Web Part?
- What are Web Part Pages?
- How do I add Web Parts to a Web Part Page?
- How do I edit content in a Web Part Page?

#### **Module 7: Apps and the App Store**

Lists and Libraries aren't the only things users can add to their SharePoint sites. There are many other applications (or apps) available that can dynamically display information (such as news, weather, or RSS feeds), display information in your lists and libraries more creatively (such as with charts, graphs, or maps), manage your SharePoint sites, integrate with other web sites and social networks, or almost anything else you can imagine.

Questions that will be answered in this module include:

- What is the SharePoint App Store?
- How do I find apps in the SharePoint Store?
- What are free apps and what are paid apps?
- How do I purchase apps from the SharePoint Store?
- How do I add an App Part to a Page?

### **Module 8: Creating and Managing Sites**

SharePoint is a collection of web sites. Each site has a collection of lists and libraries that store the information end users interact with and use. In this module, students will learn about the various site templates that are available and how to create their own sites and subsites. They will also learn how to manage their sites with the Site Settings page.

Questions that will be answered in this module include:

- What is the site hierarchy?
- What do subsites inherit from their parent sites?
- How do I create a site?
- How do I change the navigation settings in a site?
- What site templates are available?

### **Module 9: Security**

Information security is critical! In SharePoint, much of this responsibility can be transferred to the site owner. In this module, students will learn how the SharePoint security model works and how to secure the content in their own SharePoint sites.

Questions that will be answered in this module include:

- What are SharePoint Groups and Permission Levels?
- What is the Site Visitors group and how do Read Only permissions work?
- What is the Site Members group and how does Contribute permissions work?
- What is the Site Owners group and how does Full Control permission work?
- What is a Site Collection Administrator and how is it different than a Site Owner?
- How can I create my own security groups?
- How does the 'Share' option work to change permissions in SharePoint 2013?
- How can I test permissions?

### **Module 10: Social Computing**

Users have become comfortable using Facebook, Twitter, LinkedIn, and other social computing tools for communicating and collaborating in their personal lives. Many of the features found in these sites have been incorporated into SharePoint 2013—and the social experience is integrated with almost everything. In this module, students will learn how to use these features to improve how information is discovered, shared, and organized, and how to increase efficiency and flexibility in communication across the organization.

Questions that will be answered in this module include:

- How do I edit My Profile?
- How is My Profile Used?
- What is a user's Newsfeed?
- What is a site Newsfeed?
- How do I comment or reply to an item on the Newsfeed?
- How do I share something on my Newsfeed?
- What are hashtags? And how do I use them?
- How do I "Like" something in SharePoint?
- How do I follow People, Sites, Documents, and Topics?
- How do I see what other people are following?
- What is "SkyDrive Pro"?
- How do I synchronize documents between my computer and My Site?

### **Module 11: Enterprise Search**

SharePoint sites can contain a variety of content. While a well-developed taxonomy will help users quickly find most information, many users will find Search to be the best way to quickly

locate some content. In this module, students will learn how to utilize the powerful features of Enterprise Search.

Questions answered in this module include:

- What are search refiners and how do I use them?
- What are Key Words and Best Bets?
- How do I use search to find people within the organization?
- How do I subscribe to search alerts?
- How do I preview items within my search results?
- How do I follow and share items within my search results?
- How do I use the Content Search web part?