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Let's Reach For Excellence!

55052: SharePoint 2013 for Power Users - Level II

Duration: 03 days
Level: 300

This 3-day Instructor led course Explore several advanced topics of working with SharePoint 2013 sites. Topics include SharePoint Server site definitions (Business Intelligence, Document Center, eDiscovery, Education, Search Center, etc), in-depth coverage of Workflows, Site Administration, Site Customization and Site Collection Administration.

AUTODESK Authorized Training
Microsoft Silver Learning
amazon web services Partner Network Authorized Training
SOLIDWORKS Authorized Training
Accredited Training Center EC-Council
PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

AUDIENCE

This course is intended for people responsible for managing SharePoint sites as Owners or Site Collection Owners. Business and everyday users wanting to learn more advanced tasks of SharePoint sites and site collections.

PREREQUISITES

Before attending this course, students must have:

- Previous SharePoint End User Level I course or several months of working with SharePoint sites.

AT COURSE COMPLETION

After completing this course, students will be able to:

- Explore all the new site admin features exposed in SharePoint 2013. Learn to utilize Workflows, search schemas, site administration, site collection administration and site customization.

COURSE OUTLINE

Module 1: Overview

A simple introduction module.

After completing this module, students will be able to:

- Understand your course, classroom, classmates, facility and instructor.

Module 2: Server Site Definitions

In this module we will explore each of the site definitions that come with SharePoint Server.

Lessons

- SharePoint Server Site Definitions
- Business Intelligence Center
- Publishing
- SharePoint eDiscovery
- SharePoint Education

Lab: Server Site Definitions

Lab: Managed Navigation

Lab: Cross Site Publishing

Lab: Image Renditions

Lab: Embedded Code

Lab: SharePoint eDiscovery

Lab: SharePoint Education

Lab: Content Type Hub

After completing this module, students will be able to:

- Describe each of the SharePoint Server site definitions
- Be able to effectively use the SharePoint Server site definitions
- Utilize the Publishing site for intranet and internet sites (Create pages, content types, page layouts)
- Use the new cross site publishing (list catalogs), image renditions and code snippet features
- Use the Records Center to submit content
- How to implement in place records management
- How to setup and use the eDiscovery Center
- How to setup and use the SharePoint Education site

Module 3: Search

In this module you will learn how to navigate the basic Search Center provided by SharePoint 2013. You will then explore various ways to customize the Search Center using Search Pages, Web Parts and Result Types.

Lessons

- Search Center Introduction
- Customizing Search Center

Lab: Search Administration

Lab: Creating Refiners

Lab: Content Query Web Part

After completing this module, students will be able to:

- Describe the Search Center features
- How to enhance the Search experience with Site Collection and Site Search Schemas
- Add new search and results pages
- Customize the Search Center using Search Web Parts
- Create and use Result Types
- Create Refiners
- Using the Content Search Web Part

Module 4: Workflows

In this module we will review the new workflow features of SharePoint 2013.

Lessons

- Workflows in SharePoint 2013

Lab: Built In Activities (2007)

Lab: Built In Activities (2010)

Lab: Reusable Workflows

Lab: Modify OOB Workflow

Lab: Looping Workflow

Lab: Creating Simple 2013 Workflows

Lab: Creating Visio-based Workflows

Lab: Out Of Box Workflows

After completing this module, students will be able to:

- Build workflows with SharePoint Designer
- How to utilize the new Windows Workflow 4.0 in SharePoint 2013
- Understand how to edit built in workflows
- Implement logging in your workflows
- Understand the difference between 2010 and 2013 workflows
- Learn to use the new Stages to implement state machine workflows

Module 5: Site Administration

In this module we are going to take a quick look at some basic site administration tasks. These are tasks that can be done by site "owners".

Lessons

- Basic Site Administration

Lab: Site Administration

Lab: Galleries

Lab: Advanced Site Administration

After completing this module, students will be able to:

- Understand what a Site Administrator is

- Be able to describe all Site Administration tasks
- Administer SharePoint Sites

Module 6: Site Customization

In this module we will take a very brief look at some of the ways to customize your site via the browser and as an end user. There are many more ways at a developer level to customize SharePoint sites, but this module is focused at an end user level.

Lessons

- Using Web Parts
- Site Customization

Lab: Foundation Web Parts

Lab: New 2013 Web Parts

Lab: Server Web Parts

Lab: Filter Web Parts

Lab: Master Page and CSS Customization

Lab: Page Layouts

After completing this module, students will be able to:

- Modify the shared and personal view of a site
- Add and delete pages and web part pages
- Add, remove, close and move web parts to a web part page
- An understanding of some basic web part on a team site and portal sites
- Be able to make simple changes to SharePoint master pages and CSS
- Be able to create page layouts and pages

Module 7: Site Collection Administration

In this module we take a look at all site collection settings and describe what a site collection administrator is, and what they can do.

Lessons

- Site Collection Administration

Lab: Site Collection Administration

Lab: Creating Variations

Lab: List Throttling

After completing this module, students will be able to:

- Understand what a Site Collection Administrator is

- Understand where to find and configure site collection settings
- Be able to describe what each of the site collection administration features are
- Be qualified to be a Site Collection Administrator