

Microsoft SharePoint 2013

Level 2 (for Business Users)

Course Overview

This 2-day course is intended for site owners and power users who are looking to discover new tools and methods for enhancing SharePoint sites. You will learn how to deploy special web parts to display data in useful ways. You will learn how to develop and apply content types for gathering and retrieving relevant information. You will explore additional list and site templates. You will learn how to implement various tools for managing content approval, such as user alerts and approval workflows. You will learn how to develop custom workflow solutions in SharePoint Designer. You will also learn additional methods for analyzing and managing SharePoint site content. Prerequisite course: SharePoint 2013 Level 1 and experience using SharePoint as a site owner.

SharePoint Course Series:



Course Topics

Working with Advanced Web Parts and Views

- Working with Content Query Web Parts
- Updating Content Query Web Parts
- Aggregating Documents with CQWPs
- Displaying Excel Content in SharePoint
- Using Quick Edit to Update List Data
- Using InfoPath in SharePoint
- Publishing InfoPath Forms
- Setting up Calendar Overlays
- Using Calendar Overlays in Web Parts

Utilizing Content Types

- Exploring Content Types
- Utilizing Document Sets
- Developing Custom Site Content Types
- Working with Content Type for Libraries
- Deleting Content Types
- Working with Event Content Types

Doing More with Lists and Libraries

- Using SharePoint Surveys
- Working with Status Lists
- Working with Videos
- Using the Video Player Page

Creating and Managing Sites

- Creating Sites
- Setting Permissions
- Working with Blogs
- Deleting Sites

Managing Content Approval

- Creating User Alerts
- Configuring Approval Versioning Settings
- Implementing Approval Workflows
- Implementing Three-State Workflows

Developing Workflows in SharePoint Designer 2013

- Preparing for Workflows
- Creating Workflows
- Building Conditions and Actions
- Finishing New Workflows
- Editing Workflows
- Developing Reusable Workflows Based on Site Content Types

Managing Site Content

- Using Site Analytics in SharePoint 2013
- Sharing Documents across Libraries
- Using Outlook to Manage SharePoint Lists
- Using SharePoint Designer to Manage Sites

Using Social Computing and Business Networking

- Using My Site Features
- Adding Tags and Notes