



INFOCUS COURSEWARE

Microsoft SharePoint 2013 For SharePoint Readers



WATSONIA PUBLISHING

Product Code: INF1430

ISBN:

❖ General Description

The skills and knowledge acquired in **Microsoft SharePoint 2013 - For SharePoint Readers** are sufficient for SharePoint users with **Read** permission levels to be able to effectively use and operate SharePoint.

❖ Learning Outcomes

At the completion of this course you should be able to:

- understand the basics of **SharePoint** including **SharePoint** sites and their components
- navigate **SharePoint** sites
- work with documents, lists and libraries
- perform searches in **SharePoint**
- use the social networking features
- work with **OneDrive For Business**
- create, modify and delete sites in your personal site

❖ Prerequisites

Microsoft SharePoint 2013 - For SharePoint Readers assumes little or no knowledge of the software. However, it would be useful to have some experience in using the standard Microsoft Office applications Word, Excel, PowerPoint and Outlook, while a general understanding of personal computers and the Windows operating system environment would also be beneficial.

❖ Topic Sheets

82 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Tuesday, December 16, 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

Microsoft SharePoint 2013

For SharePoint Readers



Product Code: INF1430

ISBN:

Contents

Getting to Know SharePoint

- What Is SharePoint
- Course User Accounts
- Starting SharePoint
- Core Elements of a SharePoint Site
- SharePoint Sites
- Team Sites
- Lists
- Libraries
- Views
- SharePoint Apps
- Signing Out of SharePoint

Navigating a SharePoint Site

- Navigation Elements in a SharePoint Site
- Using the Navigation Bars
- Using Links in the Page
- Displaying All Content in Your Site
- Using the Ribbon
- Navigating to My Site Features
- Navigating to a SharePoint Site From My Site

Documents Lists and Libraries

- Selecting Files and Items
- Reading a Document
- Downloading a Copy of a Document
- Emailing a Link to a Library
- Emailing a Link to a Document
- Exporting Lists to Excel
- Viewing Version History
- Viewing Properties
- Sorting and Filtering Lists and Libraries
- Switching Views in Lists and Libraries
- Switching Views in Calendars
- Tagging a Document or List Item
- Tagging an External Site
- Adding Notes to a Document or List Item
- Managing Tags and Notes
- Creating an Alert on a Document or List Item
- Creating an Alert on a Library or List
- Managing Your Alerts

Searching in SharePoint

- Searching in a Library or List

- The Search Centre
- Searching Anywhere in SharePoint
- Refining a Search
- Performing an Advanced Search
- Searching for People

Social Networking

- Common Social Computing Terms
- Understanding My Sites
- Understanding Your Profile Page
- Editing Your Profile Page
- Checking the Language and Region Settings
- Understanding Your Newsfeed
- Viewing Your Newsfeed
- Following People
- Following Documents and Sites
- Viewing Sites That You Are Following
- Posting to Your Newsfeed
- Mentioning People in Posts
- Using Tags in Posts
- Replying to and Liking Posts
- Changing Newsfeed Settings
- Managing Your Tasks
- Using Your Blog
- Managing Your Blog

OneDrive for Business

- Understanding OneDrive for Business
- Accessing OneDrive for Business
- Uploading Files
- Creating New Files
- Creating New Folders
- Editing Files
- Sharing Files
- Synchronising Your Library
- Deleting Files and Folders

Working With Personal Sites

- Creating a Subsite
- Changing the Appearance
- Adding Apps
- Adding a Page
- Changing the Navigation
- Deleting a Subsite



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information