Microsoft SharePoint 2013

For SharePoint Readers

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **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*.

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Product Information

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