Microsoft SharePoint 2013

For SharePoint Readers, Authors and Site Managers

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

The skills acquired in this course enable users with *Read*, *Edit* and *Full Control* permissions to be able to effectively use 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
- prepare a training site
- create and work with files and list items
- create lists and libraries
- work with calendars and events
- create, modify and delete views for lists and libraries
- create and work with wiki pages
- create and work with web part pages
- understand workflows and be able to create and work with three-state workflows
- create custom list workflows in *SharePoint Designer*
- create and work with custom content types and document set content types
- create and modify team sites and create a custom template from a *SharePoint* site
- create a project and community site
- work with *Search* in your site
- manage the security for a site and its content

❖ **Prerequisites**

This publication assumes little or no knowledge of SharePoint 2013.

❖ **Topic Sheets**

271 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

Microsoft SharePoint 2013

For SharePoint Readers, Authors and Site Managers

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Product Information

AUSTRALIAN MADE & OWNED

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Product Information