



INFOCUS COURSEWARE

# Microsoft SharePoint 2013 For SharePoint Readers



Product Code: INF1430

ISBN: 978-1-925121-32-2

## ❖ 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](http://www.watsoniapublishing.com).

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Product Information



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## For SharePoint Readers



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### Getting to Know SharePoint

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- Starting SharePoint
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- Deleting a Subsite



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