



INFocus COURSEWARE

# Microsoft SharePoint 2013

## For SharePoint Readers And Authors



Product Code: INF1431

ISBN: 978-1-925121-45-2

### ❖ General Description

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

### ❖ Learning Outcomes

This manual is divided into two parts. The first part describes the functions that all users (including those with Read permissions) can perform. The second part describes the functions that all users with Edit (or higher) permissions can perform.

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

### ❖ Prerequisites

**Microsoft SharePoint 2013 - For SharePoint Readers And Authors** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

194 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).

*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.*



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Product Information



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- 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

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- Managing Your Blog

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- Reordering Columns in a List or Library
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