



INFocus COURSEWARE

Microsoft SharePoint 2013

For SharePoint Readers, Authors and Site Managers



Product Code: INF1432

ISBN: 978-1-925121-46-9

❖ 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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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

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- Managing Your Blog

OneDrive for Business

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- Synchronising Your Library
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- Adding a Page
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Preparing Your Training Site

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- Adding a Column in Datasheet View
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- The List and Library Settings Page
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- Deleting a Column From a List or Library



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- Reordering Columns in a List or Library
- Renaming a List or Library
- Changing the Versioning Settings
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- Editing the Document Template for a Library
- Adding Content Types to a Library
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Authoring Web Part Pages

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Custom Workflows

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Creating Team Sites

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- Understanding the New SharePoint Site Page
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- Adding Links to a Navigation Bar
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- Saving a Site as a Template
- Deleting a Custom Template

Other Collaboration Sites

- Understanding Project Management
- Creating a Project Site
- SharePoint Community Sites
- Creating a Community Site
- Working With a Community Site



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Working With Search

- Understanding How Search Works
- Understanding Search Verticals
- Checking for Default Search Verticals
- Displaying the Default Search Results Pages
- Adding Default Search Verticals to a Site
- Understanding Custom Search Verticals
- Creating a New Result Source
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- Creating a Query Rule
- Testing a Query Rule

Managing Security

- Understanding Permissions
- Understanding Inheritance
- Breaking Permissions Inheritance
- Viewing Permissions for Groups
- Viewing Permissions for Users
- Adding Users to a Group
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- Creating a Custom Group
- Modifying a Group
- Deleting a Group
- Viewing Permissions on Libraries and Lists
- Granting Unique Permissions to a Library or List
- Restoring Permissions Inheritance
- Creating Customised Permission Levels

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