

## SharePoint 2013 End User Level II

This 2-day Instructor led course Explore several advanced topics of working with SharePoint 2013 sites. Topics include SharePoint Server site definitions (Business Intelligence, Document Center, eDiscovery, Education, Search Center, etc), in-depth coverage of Workflows, Site Administration, Site Customization and Site Collection Administration.

### Détails

- **Code** : SP EU II
- **Durée** : N.C.
- **Public**
  - SharePoint sites owners
- **Pré-requis**
  - Previous SharePoint End User Level I course or several months of working with SharePoint sites.

### Objectifs

- Explore all the new site admin features exposed in SharePoint 2013.
- Learn to utilize Workflows, search schemas, site administration, site collection administration and site customization.

### Programme

#### Module 1: Overview

- A simple introduction module.

#### After completing this module, students will be able to:

- Understand your course, classroom, classmates, facility and instructor.

#### Module 2: Server Site Definitions

- In this module we will explore each of the site definitions that come with SharePoint Server.

#### Lessons

- SharePoint Server Site Definitions
- Business Intelligence Center
- Publishing
- SharePoint eDiscovery
- SharePoint Education

#### Lab : Server Site Definitions

- Use the Publishing Portal
- Edit publishing pages
- Work with Reusable Content
- Review Page History
- Create new Pages
- Use the Records Center
- Setup Send To Connections
- Create Content Organizer Rules
- Submit Records
- Use the Search Center
- Use Business Intelligence Center

#### Lab : Managed Navigation

- Managed Navigation

#### Lab : Cross Site Publishing

- Cross Site Publishing

#### Lab : Image Renditions

- Image Renditions

- Lab : Embedded Code
- Embedded Code

#### Lab : SharePoint eDiscovery

- Create Discovery Center
- Create a Case
- Create Discovery Sets
- Create Queries
- Explore eDiscovery Exchange Integration

#### Lab : SharePoint Education

- Explore the SharePoint Education Course Site
- Create and Assign Assignments
- Create Quizzes

#### Lab : Content Type Hub

- Configure Content Type Hub
- Configure Content Type Publishing

#### After completing this module, students will be able to:

- Describe each of the SharePoint Server site definitions
- Be able to effectively use the SharePoint Server site definitions
- Utilize the Publishing site for intranet and internet sites (Create pages, content types, page layouts)
- Use the new cross site publishing (list catalogs), image renditions and code snippet features
- Use the Records Center to submit content
- How to implement in place records management
- How to setup and use the eDiscovery Center
- How to setup and use the SharePoint Education site

#### Module 3: Search

- In this module you will learn how to navigate the basic Search Center provided by SharePoint 2013.
- You will then explore various ways to customize the Search Center using Search Pages, Web Parts and Result Types.

## Lessons

- Search Center Introduction
- Customizing Search Center

## Lab : Search Administration

- Search Result Sources
- Search Result Types
- Search Query Rules
- Search Schema
- Search Configuration Export and Import
- Search and Offline Availability
- Searchable columns

## Lab : Creating Refiners

- Creating Refiners (Custom)
- Creating Refiners (Managed Metadata)
- Configure item counts

## Lab : Content Query Web Part

- Using Content Query Web Part
- Implementing Top Likes
- Implementing Most Viewed

## After completing this module, students will be able to:

- Describe the Search Center features
- How to enhance the Search experience with Site Collection and Site Search Schemas
- Add new search and results pages
- Customize the Search Center using Search Web Parts
- Create and use Result Types
- Create Refiners
- Using the Content Search Web Part

## Module 4: Workflows

- In this module we will review the new workflow features of SharePoint 2013.

## Lessons

- Workflows in SharePoint 2013

## Lab : Built In Activities (2007)

- Use one of each Built-In Activity

## Lab : Built In Activities (2010)

- Use one of each Built-In Activity (2010)

## Lab : Reusable Workflows

- Create Reusable Workflows (Site/Global)
- Export a workflow to Visio
- Import a workflow from Visio
- Save as Template

## Lab : Modify OOB Workflow

- Modify Out Of Box Workflows

## Lab : Looping Workflow

- Create a looping set of workflows

## Lab : Creating Simple 2013 Workflows

- Create a custom workflow using SharePoint Designer 2013
- Work with Stages

- Work with Loops
- Utilize new SharePoint activities

## Lab : Creating Visio-based Workflows

- Create a workflow using Visio 2013

## Lab : Out Of Box Workflows

- Create/Use Approval WF
- Create/Use Collect Feedback WF
- Create/Use Collect Signatures WF
- Create/Use Disposition WF
- Create/Use Three-state WF

## After completing this module, students will be able to:

- Build workflows with SharePoint Designer
- How to utilize the new Windows Workflow 4.0 in SharePoint 2013
- Understand how to edit built in workflows
- Implement logging in your workflows
- Understand the difference between 2010 and 2013 workflows
- Learn to use the new Stages to implement state machine workflows

## Module 5: Site Administration

- In this module we are going to take a quick look at some basic site administration tasks.
- These are tasks that can be done by site « owners ».

## Lessons

- Basic Site Administration

## Lab : Site Administration

- Site Name, Description, Appearance
- Tree View
- Composed Looks and Site Theme
- Navigation
- Regional Settings
- User Alerts
- RSS Settings
- Workflow Settings
- Term store management
- Content and Structure
- Manage Site Features
- Reset to site definition
- Popularity Trends

## Lab : Galleries

- Explore Site Column Gallery
- Explore Site Content Types Gallery
- Explore Web Parts Gallery
- Explore List templates Gallery
- Explore Master Pages (and page layouts) Gallery
- Explore Solutions Gallery

## Lab : Advanced Site Administration

- Site Features
- Hold Reports
- Discover and hold content
- Content Organizer settings

- Content Organizer Rules

#### After completing this module, students will be able to:

- Understand what a Site Administrator is
- Be able to describe all Site Administration tasks
- Administer SharePoint Sites

#### Module 6: Site Customization

- In this module we will take a very brief look at some of the ways to customize your site via the browser and as an end user.
- There are many more ways at a developer level to customize SharePoint sites, but this module is focused at an end user level.

#### Lessons

- Using Web Parts
- Site Customization

#### Lab : Foundation Web Parts

- Web Parts Basics
- Add a web part
- Close a web part
- Delete a web part
- Media and Content Web Parts
- Content Rollup Web Parts
- Social Collaboration Web Parts

#### Lab : New 2013 Web Parts

- Timeline
- Search-Driven Content Web Parts

#### Lab : Server Web Parts

- Basic & Audience Targeting
- Business Data
- Office Client Applications

#### Lab : Filter Web Parts

- Use each of the Filter Web Parts

#### Lab : Master Page and CSS Customization

- Create a Master Page
- Modify a Master Page
- Custom CSS

#### Lab : Page Layouts

- Create a new Page Layout
- Create a new Page using a Page Layout

#### After completing this module, students will be able to:

- Modify the shared and personal view of a site
- Add and delete pages and web part pages
- Add, remove, close and move web parts to a web part page
- An understanding of some basic web part on a team site

and portal sites

- Be able to make simple changes to SharePoint master pages and CSS
- Be able to create page layouts and pages

#### Module 7: Site Collection Administration

- In this module we take a look at all site collection settings and describe what a site collection administrator is, and what they can do.

#### Lessons

- Site Collection Administration

#### Lab : Site Collection Administration

- Recycle Bin
- Site Collection Features
- Site Hierarchy
- Site Collection Navigation
- Search engine optimization settings
- Site Collection Audit Settings
- Audit Log Audit Settings
- Audit Log Reports
- Portal site connection
- Content Type Policy Templates
- Storage Metrics
- Site collection app permissions
- Site Policies
- Site collection cache profiles, object cache & output cache
- Suggested Content Browser Locations
- Document ID Settings
- Help Settings
- HTML Field Security
- SharePoint Designer Settings
- Popularity and Search Reports
- Site Collection Health Checks

#### Lab : Creating Variations

- Variation Settings
- Variation Labels
- Variation Logs
- Translatable Columns
- Using XLIFF Packages
- Utilizing Machine Translation

#### Lab : List Throttling

- Throttle Large Lists

#### After completing this module, students will be able to:

- Understand what a Site Collection Administrator is
- Understand where to find and configure site collection settings
- Be able to describe what each of the site collection administration features are
- Be qualified to be a Site Collection Administrator

#### Modalités

- **Type d'action** :Acquisition des connaissances
- **Moyens de la formation** :Formation présentielle – 1 poste par stagiaire – 1 vidéo projecteur – Support de cours fourni à chaque

stagiaire

- **Modalités pédagogiques** : Exposés – Cas pratiques – Synthèse
- **Validation** : Exercices de validation – Attestation de stages