Introduction to SharePoint 2013 for Collaboration and Document Management

This ½ to full day class is designed for SharePoint team members who need to know how to use the team collaboration, document management and social features of Microsoft SharePoint 2013. This class can be delivered using a Site Collection on an in-house server, virtual machines or Office 365.

Détails

- Code : SP 2013 CDM
- Durée : N.C.

Public

- SharePoint administrators
- SharePoint developers
- SharePoint end users
- SharePoint sites owners

Pré-requis

- Have basic Microsoft Office skills.

Objectifs

- Navigate SharePoint sites.
- Manage content in lists and libraries.
- Create and edit Alerts.
- Collaborate using Tasks lists and Discussion Boards.
- Work with libraries, including upload, download, editing, check out/in and versioning.

Programme

Module 1: SharePoint Overview

- What is SharePoint?
- Getting Started
- Searching SharePoint

Lab

- Hands-on practice is delivered as part of the instructor's presentation.
- The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Use a browser to navigate to a SharePoint site, and logon if needed.
- Navigate a site using the Ribbon, Quick Launch, Top Link bar, Suite bar and Search.
- Set personal Regional Settings.
- Search to find content.

Module 2: Team Collaboration

- SharePoint as a Collaboration Tool
- Team Site Components
- Working with Lists and Libraries
- The Recycle Bin
- Working with Task Lists
- Working with Calendars
- Working with Libraries
- Working with Notebooks
- Working with Discussion Boards
- Keeping up with Changes / Creating Alerts
- Synchronizing Content with Outlook and your PC

Lab

- Hands-on practice is delivered as part of the instructor's presentation.
- The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Collaborate with coworkers on projects using a SharePoint Team Site.
- Work with Tasks, Notebooks and Discussion Boards.
- Create and manage personal alerts

Module 3: Document Management

- Document Libraries
- Libraries vs. Lists with Attachments
- Library Navigation
- Opening Documents
- Checking Out Documents
- Uploading Documents
- Blocked File Types
- Creating Folders
- Creating New Documents
- Views
- Picture and Asset Libraries

Lab

- Hands-on practice is delivered as part of the instructor's presentation.
- The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Navigate library pages and web parts.
- Navigate a library using the Ribbon, document dropdown menus and the Crumb Trail.
- Open and edit documents in Word and other applications.

- Open and edit documents using Office Web Apps.
- Check out and check in documents using browser and Office features.
- Delete documents and recover them from the Recycle Bin.
- Upload a single file, multiple files and use Windows Explorer view.
- Understand that certain file types are blocked and cannot be uploaded.
- Work with folders.
- Create new documents from within SharePoint.
- Work with document versioning.
- Display libraries using views.

Module 4: SharePoint Social Features

- Updating Your Profile
- Following Sites, Content and People
- Newsfeed
- Tagging and Rating Documents
- Microbloging
- Blogging

Lab

- Hands-on practice is delivered as part of the instructor's presentation.
- The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Update their user profile.
- Follow sites, content and people.
- Add folksonomy to content using tags and ratings.

- Use the Newsfeed features to microblog and follow coworkers.

Module 5: SkyDrive

- Storing work files in SharePoint
- Windows Live SkyDrive vs. SharePoint SkyDrive
- Synchronizing SkyDrive with your PC
- Sharing Files with Others

Lab

- Hands-on practice is delivered as part of the instructor's presentation.
- The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Create, store and edit work files in SharePoint.
- Share files with other coworkers.

Module 6: The SharePoint Community Site

- Building online communities using SharePoint
- Discussion and Moderation
- Rating discussions and earning points

Lab

- Hands-on practice is delivered as part of the instructor's presentation.
- The students will use the features of the module in an instructor led collaboration experience.

After completing this module, students will be able to:

- Interact with other SharePoint users in discussion forums.
- Rate posts and earn reputation points.

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