

## [AV-SPS2013-SM]: SharePoint 2013 for Site Members

Length	: 1 Day
Audience(s)	: SharePoint End Users
Level	: Basic
Technology	: SharePoint 2013
Delivery Method	: Instructor-led (Classroom)

### Course Overview

This course will teach participants the overview of SharePoint 2013, its major components, features and applications from the user perspective. Users familiar with a previous version of SharePoint will still appreciate the new upgrades in SharePoint 2013 especially the social collaboration features.

### Audience Profile

This course is targeted towards users who wish to get started understanding SharePoint 2013's common features and usage.

### At Course Completion

Participants will understand what collaboration with SharePoint 2013 means and usage of the main functionalities detailed below of working with SharePoint 2013.

### Pre-Requisites

Participants should be familiar with Microsoft Windows, using browsers and Microsoft Office 2013 especially Outlook, Word, Excel and PowerPoint.

### Course Outline

#### Module 1: Getting Started

##### Lessons

- What Is SharePoint?
- System Requirements
- The Home Page
- SharePoint Roles
- Typical SharePoint End User Functions

#### Module 2: SharePoint Search

##### Lessons

- Enterprise Search
- Search scope
- Search Query Capabilities
- Advanced Search
- Did you mean

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- Content Search Results Display
- Descriptive information, Metadata and Tags Teasers
- Document Preview on Hover
- View Duplicates
- Search Refinements Panel
- People Search
- Video Search

### **Module 3: Working with Lists**

#### **Lessons**

- List Templates
- Task list
- Discussion Board List
- Calendar List
- Survey
- Promoted Links

### **Module 4: Exploring Libraries**

#### **Lessons**

- Types of Libraries
- Document Library
- Moving Item
- Using Tags and Notes
- Sharing Items
- Check Out and Check In Documents
- Enable the Require Check Out in Library Settings
- Check Out a File
- Check In a File
- Discard a Check Out
- Versioning In A Library
- Versioning Overview
- Major and Minor Versions
- Version Numbering
- View the Version History
- Picture Library
- Creating and Modifying Personalized Views
- Working with Library Views
- Working with List Views
- Delete a View

### **Module 5: Social**

#### **Lessons**

- My Site
- About Me
- Newsfeed
- Microblogging

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- Posts
- Likes
- Mentions
- Newsfeed notifications
- Following files, people, sites and pages
- OneDrive
- Sites
- Blogs
- Tasks

## **Module 6: Office Integration**

### **Lessons**

- Creating and Managing Alerts
- Creating a Basic Alert
- Managing Alerts
- Creating a Custom Alert
- Deleting Alerts
- Office Web Apps
- Co-Authoring

## **Module 7: Working with Pages (Optional)**

### **Lessons**

- Editing Pages
- Editing Page Properties
- Viewing Page History
- Deleting a Page

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