



# SharePoint 2013-2016 for Power Users

Course ISI-1335B    4 Days    Instructor-led, Hands on

## Course Information

This four-day, instructor-led course will be applicable to those with SharePoint Server 2013, SharePoint Server 2016, or SharePoint Online using Office 365.

This course is geared toward business users and anyone that works with SharePoint sites on a regular basis

This course explores all the basic end user features of SharePoint, including all basic lists and sites. It also explores several advanced topics of working with SharePoint sites. Topics include SharePoint Server site definitions (Business Intelligence, Search Center, etc), in-depth coverage of Workflows, Site Administration, Site Customization and Site Collection Administration.

Real-world scenarios address critical information management problems and detailed descriptions explain how to efficiently and successfully handle these challenges. Plus, best practices for configuration and customization round out the coverage of getting started with SharePoint so that you can confidently make this platform work for your business today.

- Examines product functionality alongside realistic scenarios to provide you with contextual relevance
- Addresses managing permissions, reporting in SharePoint, and working with access services
- Offers updated content on working with lists, libraries, workflow, content types, and web parts

## At Course Completion

Upon successful completion of this course, students will understand and acquire the following skills:

- Create, edit, share and manage documents
- Use document collaboration in teams
- Create sites, organize them, customize their layouts, features and apps
- Efficiently organize content by using lists, libraries and sites
- Manage site security, themes, templates and content syndication
- Search for information and people, target your queries, and promote search results
- Manage projects by using SharePoint project sites
- Automate Business processes by using workflows
- Communicate and collaborate via SharePoint's social features

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- Use SharePoint with Microsoft Word, Excel, Outlook and OneNote

## **Prerequisites**

In addition to their professional experience, students who attend this training should attend Course ISI-1338C, Microsoft SharePoint 2013-2016 for the Site Owner or have equivalent knowledge and skills.

## **Course Outline**

### **Module 1: Understanding SharePoint**

- Understanding Portals
- What is SharePoint?
- Comparing different SharePoint versions
- SharePoint components overview

### **Module 2: Navigate SharePoint Sites**

- Navigate home pages and SharePoint sites
- Understand site structure
- Customize site navigation
- Work with the ribbon
- Navigate lists and libraries
- Understand web parts and app parts
- Work with the Recycle bin

### **Module 3: Work with Content in Lists and Libraries**

- Discover lists and libraries in the site
- Create and populate lists
- Create and populate libraries
- Check files out and work with versions
- Organize lists and libraries
- Delete and restore list items and documents
- Stay up to date with content changes

### **Module 4: Make Lists and Libraries Work for You**

- Use list and library settings
- Manage list and library users and permissions
- Share content in lists and libraries
- Configure versioning
- Work with advanced settings
- Work with content types and create views
- Set up validation settings and ratings

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- Delete and restore lists and libraries

## **Module 5: Search for Information and People**

- Search SharePoint sites
- Target search queries
- Create and manage terms
- Influence relevance rankings
- Configure search behavior
- Customize search results pages
- Define visibility and indexing for sites
- Search for people

## **Module 6: Working with My Site and OneDrive for Business**

- Understanding your My Site
- Converse and monitor by using the Newsfeed page
- Work with OneDrive for Business

## **Module 7: Working with webpages**

- Understand SharePoint pages
- Create pages
- Add content to pages
- Manage pages
- Use app parts and web parts

## **Module 8: Create and Manage Sites**

- Create sites
- Manage site users and permissions
- Share sites
- Change site themes
- Create and use custom site templates
- Manage site features
- Managing site content syndication
- Delete sites

## **Module 9: Work with Wikis, Blogs and Community Sites**

- Create wiki libraries
- Create and use Enterprise Wiki sites
- Create and manage blog sites
- Create, manage and delete blog posts
- Create and manage community sites
- Work with community sites



## **Module 10: Manage Work Tasks**

- Create and manage project sites
- Work with tasks, subtasks and the timeline
- Manage projects by using SharePoint and Project Professional

## **Module 11: Work with Workflows**

- Automate business processes by using SharePoint
- Use built-in workflows
- Interact with workflows
- Manage workflows

## **Module 12: Collaborate with Office Programs by Using SharePoint**

- Edit documents in Office
- Share OneNote notebooks with SharePoint
- Import data from and export data to Excel spreadsheets
- Work with SharePoint content in Outlook
- Integrate Access with SharePoint

## **Module 13: Manage and Monitor Content**

- Manage documents
- Store and manage records
- Protect data in SharePoint