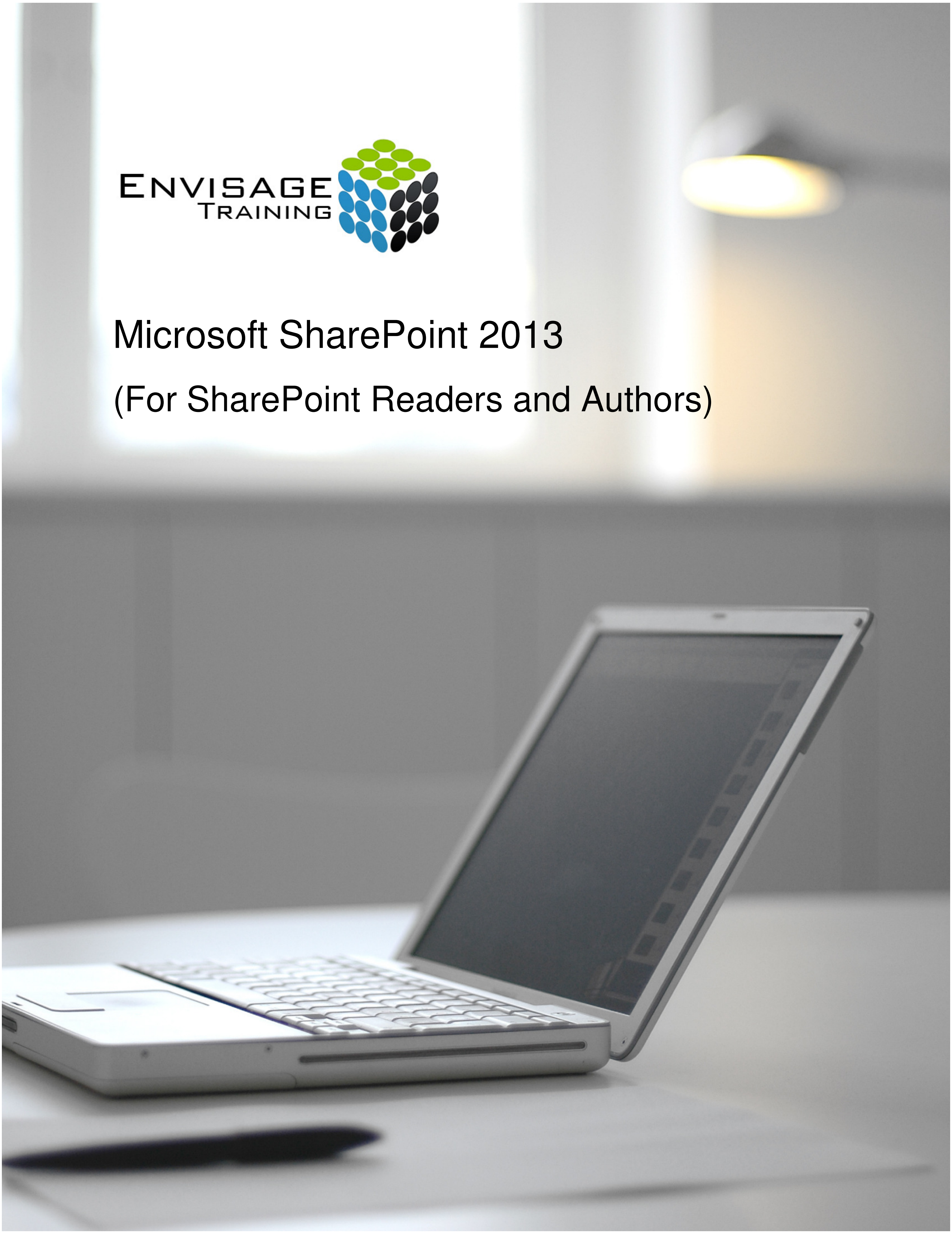

ENVISAGE
TRAINING

# Microsoft SharePoint 2013

## (For SharePoint Readers and Authors)

# Topics Covered:

**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
**Documents Lists and Libraries**
Selecting Files and Items
Reading a Document
Downloading a Copy of a Document
Emailing a Link to a Library
Emailing a Link to a Document
Exporting Lists to Excel
Viewing Version History
Viewing Properties
Sorting and Filtering Lists and Libraries
Switching Views in Lists and Libraries
Switching Views in Calendars
Tagging a Document or List Item
Tagging an External Site
Adding Notes to a Document or List Item
Managing Tags and Notes
Creating an Alert on a Document or List Item
Creating an Alert on a Library or List
Managing Your Alerts
**Searching in SharePoint**
Searching in a Library or List
The Search Centre
Searching Anywhere in SharePoint
Refining a Search
Performing an Advanced Search
Searching for People
**Social Networking**
Common Social Computing Terms
Understanding My Sites
Understanding Your Profile Page
Editing Your Profile Page
Checking the Language and Region Settings
Understanding Your Newsfeed
Viewing Your Newsfeed
Following People
Following Documents and Sites
Viewing Sites That You Are Following
Posting to Your Newsfeed
Mentioning People in Posts
Using Tags in Posts
Replying to and Liking Posts
Changing Newsfeed Settings
Managing Your Tasks
Using Your Blog
Managing Your Blog
**OneDrive for Business**
Understanding OneDrive for Business
Accessing OneDrive for Business
Uploading Files
Creating New Files
Creating New Folders
Editing Files
Sharing Files
Synchronising Your Library
Deleting Files and Folders
**Working With Personal Sites**
Creating a Subsite
Changing the Appearance
Adding Apps
Adding a Page
Changing the Navigation
Deleting a Subsite
**Preparing Your Training Site**
Creating a Training Subsite
Preparing a Document Library
Adding a Tasks List
**Working With Files and Items**
Uploading a Single File
Uploading Multiple Files
Uploading Files Using an Explorer Folder
Creating a New Document in a Library
Creating a New Folder in a Library
Creating a New Item in a List
Creating a New List Item Using Quick Edit
Editing a Document
Editing the Properties of a File
Editing the Properties of a List Item
Adding Tasks to the Timeline
Deleting a File or List Item
Restoring a Deleted File or List item
Understanding Versioning and Check Out
Using Check in and Check Out
Publishing a File or List Item
Restoring an Earlier Version
Checking Permissions on Files
Understanding Document Coauthoring
Synchronising a Library or Folder
Approving or Rejecting a File or List Item
**Creating Lists and Libraries**
Understanding Your Apps Page
Adding a Document Library
Adding a List

Importing a List From Excel
Publishing an Excel Table as a List
Updating Data in a Connected Excel Table
Adding a Custom List
Understanding Column Types
Adding a Column to a List or Library
Adding a Column in Datasheet View
Adding a Column With Custom Validation
The List and Library Settings Page
Modifying a Column in a List or Library
Deleting a Column From a List or Library
Reordering Columns in a List or Library
Renaming a List or Library
Changing the Versioning Settings
Creating Multiple Items From Excel
Editing the Document Template for a Library
Adding Content Types to a Library
Deleting a List or Library

**Working With Calendars**

Adding a Calendar
Adding an Event
Adding a Recurring Event
Changing an Event
Connecting a Calendar to Outlook
Working With Connected Calendars in Outlook
Disconnecting a SharePoint Calendar
Deleting an Event
Setting Up for Calendars Overlay
Using Calendars Overlay

**Creating Views**

Creating a New View From an Existing View
Creating a Custom View
Understanding the Create View Page
Selecting the Columns
Modifying a View
Specifying Sort Criteria
Specifying Filter Criteria
Specifying Grouping Criteria
Specifying Other Criteria
Creating a Dynamic View
Creating a Calendar List View
Deleting a View

**Authoring Wiki Pages**

Understanding Page Types
Placing a Wiki Page in Edit Mode
Inserting and Formatting Text
Inserting Tables
Inserting Pictures
Inserting Links
Inserting Web Parts Into a Text Editor Control
Creating a New Wiki Page
Linking to an Existing Wiki Page
Linking to a New Wiki Page
Renaming a Wiki Page
Deleting a Page

**Authoring Web Part Pages**

Understanding App Parts and Web Parts
Creating a Web Part Page
Placing a Page in Edit Mode
Adding an App Part
Adding a Content Editor Web Part
Fix for Enabling Content Editor Web Part
Adding an Image Viewer Web Part
Understanding the Tool Pane
Modifying an App Part
Linking to an Image in an Image Viewer Web Part
Moving Web Parts
Reusing Web Parts
Deleting a Web Part
Editing the Properties of a Web Part Page
Comparing Page Versions

**Working With Workflows**

What Is a Workflow
Understanding Three-State Workflows
Understanding the Add a Workflow Page
Adding a Three-State Workflow
The Customise the Three-State Workflow Page
Customising the Workflow Settings
Initiating a Workflow
Completing the First Step in a Workflow
Finalising the Workflow
Tracking a Workflow

# Course Details:

**Booking Information:**

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

**Envisage Training:**

- Computer Training
- ICT & Software Applications
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**Duration:**

2 Full Days

**Who should attend:**

The skills and knowledge acquired in Microsoft SharePoint 2013 - For SharePoint Readers And Authors are sufficient for SharePoint users with either Read or Edit permission levels to be able to effectively use and operate SharePoint.

**Course Pre-requisites:**

This workshop assumes little or no knowledge of the software. However, it would be useful to have some experience in using the standard Microsoft Office applications Word, Excel, PowerPoint and Outlook, while a general understanding of personal computers and the Windows operating system environment would also be beneficial.

**Related Courses:**

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of your Microsoft Office applications. Envisage Training’s basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Access
- Microsoft Excel
- Microsoft InfoPath

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