# About This Training Course

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| **Course Title:** | SharePoint 2013 for Liberty Mutual Business Users |
| **Course Code:** | LBU2013 |
| **Audience:** | Business Users |
| **Format:** | Instructor-led training with hands-on labs |
| **Length** | 2 Days |

#### Course Description

This course is for students who have little to no experience with SharePoint from an end user perspective. The lectures and lab exercises in this course will teach students how to become productive with SharePoint 2013 whether they will be working in private SharePoint 2013 environment on-premises or in the SharePoint Online environment provided by Office 365.

The course begins with a browser-based tour which teaches students how to get around in a SharePoint 2013 Team site. Students will learn about the various SharePoint 2013 list types which can be used to create lists which track business data such as announcements, contacts, calendar events, links and tasks. Students will also learn how to configure a SharePoint lists by adding columns and custom validation rules as well as how to import data into SharePoint 2013 by creating a list from an Excel workbook.

This course will teach students how to create document libraries and configure them to support popular features in SharePoint 2013 such as alerts, versioning, required document checkout and offline access to documents.

Students will learn to add content to SharePoint sites by creating and editing web part pages and wiki pages. This course also covers how to use Microsoft InfoPath 2013 as a tool for creating user input forms that are easy to integrate with SharePoint lists and document libraries. Students will learn how to design lists and document libraries using advanced techniques involving the use of custom site columns and content types.

This course will also teach students how to work with advanced SharePoint 2013 features such as search and workflows. Students will also learn how to configure SharePoint search settings as well as how to take advantage of the workflow support provided by SharePoint 2013.

#### Student Prerequisites

Students should be experienced with accessing Internet websites with a browser such as Internet Explorer or Chrome. Students should also be familiar with Microsoft Office products such as Microsoft Word and Microsoft Excel.