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# Introduction to SharePoint 2013 for End Users

**COURSE NUMBER:** SHPT-330  
DURATION: 2 Days

Accelebrate's SharePoint 2013 End User training course teaches attendees how to use and achieve maximum productivity with SharePoint 2013. Students leave training motivated to use SharePoint 2013 in place of older approaches (shared folders, emailing documents back and forth, etc.).

## LOCATION AND PRICING

Most Accelebrate courses are delivered as private, customized, on-site training at our clients' locations worldwide for groups of 3 or more attendees and are custom tailored to their specific needs. Please visit our client list to see organizations for whom we have delivered private in-house training. These courses can also be delivered as live, private online classes for groups that are geographically dispersed or wish to save on the instructor's or students' travel expenses. To receive a customized proposal and price quote for private training at your site or online, please contact us.

In addition, some courses are available as live, online classes for individuals.

## SHAREPOINT 2013 END USER TRAINING OBJECTIVES

* Understand SharePoint components, site structure, and permissions
* Use List and Library apps
* Manage individual items in a library and become proficient with item check out, version control, and the approval processes.
* Create web pages and customize Web Parts
* Interact With Microsoft Office and OneDrive
* Use Tasks and Workflows
* Work with Search in SharePoint 2013

## SHAREPOINT 2013 END USER TRAINING PREREQUISITES

Attendees should have experience using a Web browser and interacting with Web-based systems. Some experience with Microsoft Office (any version) as well as experience with a previous version of SharePoint is a plus, but not required.

## SHAREPOINT 2013 END USER TRAINING MATERIALS

All attendees receive a copy of Microsoft's SharePoint 2013 Step by Step.

## SOFTWARE NEEDED FOR EACH PC:

* Microsoft Office Professional 2013 (or 2010 if necessary), with the latest updates.
* Internet Explorer 9 or higher.
* For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

## SHAREPOINT 2013 END USER TRAINING OUTLINE

* Introduction to SharePoint
  + What is SharePoint?
  + Overview of SharePoint Components
  + Understanding the Structure of a Site
  + Understanding Permissions
* Essentials of List Apps
  + Adding, Editing, and Deleting List Items
  + Restoring a List Item
  + Attaching Files to List Items
  + Organizing Items with Folders
  + Working with List Columns
  + Using List and Column Validation Rules
  + Sorting and Filtering Lists
  + Working with List Views
* Working With Library Apps
  + Creating and Editing Documents
  + Uploading Documents
  + Uploading Multiple Documents
  + Using Drag and Drop to Add documents to a Library
  + Sharing Documents with Others
  + Checking Documents In and Out
  + Working with Document Versions
  + Using Alerts
  + Deleting and Restoring Documents
* Working with Web Pages
  + Creating a New Page
  + Adding Links
  + Adding and removing Web Parts
  + Editing Web Part Pages
  + Customizing Web Parts
* Interacting With Microsoft Office and OneDrive
  + Exporting Data to Excel
  + Connecting a List to Outlook
  + Connecting a Calendar to Outlook
  + Using Outlook to Edit documents Offline
  + Using OneDrive to Share Documents
* Using Tasks and Workflows
  + Working with Tasks and Timelines
  + Understanding My Tasks
  + Understanding Workflows
  + Interacting with Workflows
* Working with Search
  + Searching for Site Content
  + Setting Search Preferences
  + Using Search Alerts
  + Searching for People
* Conclusion