

Microsoft SharePoint 2013: Basics

Modality: On Demand

Duration: 2 Hours

About this course:

Here you will explore how to use SharePoint Online, which is a component of Office 365 utilizing Internet Explorer and Windows 7 in this online training series. Students will discover the SharePoint interface and study about some of SharePoint 2013's new features like the newsfeed and drag and drop. They can collaborate with contacts, lists, and libraries to understand how to build and add pictures or to a library and build a new contact also build and handle tasks. Finally, students will discover how to manage and create events.

The SharePoint Administrator can earn an average salary of \$70,767 per annum.

Course Objective:

Once this training is complete, applicants will have practical knowledge of:

- How to use drag and drop feature
- How to upload several files to a document library
- How to create a version
- How to download images to a computer
- How to delete the file in a document library
- File in checking
- File out checking
- Explore Newsfeed component
- How to move around in SharePoint
- Edit a picture

- How to upload several pictures to the library
- How to view a slideshow
- Share pictures
- Libraries understanding
- Open a file in a document library
- Versions understanding

Audience:

This course is aimed at:

- Anyone new to SharePoint

Prerequisites:

- There are no prerequisites required for this online training course.

Suggested prerequisites courses:

- SCA – 2013 – SharePoint Power User

Course Outline:

Getting Started

- What you will learn in this training

What's New?

- Introducing and accessing SharePoint 2013
- Moving around in SharePoint

- Exploring the Newsfeed feature
- Using the drag and drop feature
- Understanding libraries
- Understanding lists
- Changing the view and sorting information
- Using the recycle bin
- Using help

Document Libraries

- Creating a new document in a library
- Creating a new folder in a document library
- Uploading a single file to a document library
- Uploading multiple files to a document library
- Opening a file in a document library
- Checking out a file
- Checking in a file
- Deleting a file in a document library
- Understanding versions
- Creating a version
- Publishing a major version
- Viewing the version history
- Viewing the properties of a previous version of a file
- Viewing a previous version of a file
- Comparing versions of a Word document
- Restoring a previous version of a file
- Deleting a version of a file
- Using the Explorer view in a library

Picture Libraries

- Using picture libraries
- Creating a new folder in a picture library
- Uploading a single picture to the library
- Uploading multiple pictures to the library
- Editing a picture
- Downloading pictures to a computer
- Sharing pictures
- Viewing a slideshow
- Deleting a picture from the library
- Viewing and editing picture properties
- Changing the picture library display

Calendars

- Adding a new event / creating an all-day event
- Creating a recurring event
- Attaching a file to an event

- Viewing a calendar event
- Deleting an event
- Editing a recurring event
- Deleting a recurring event
- Changing the calendar display

Task Lists

- Adding a new task to a list
- Attaching a file to a task
- Checking the spelling of a task
- Viewing a task
- Editing a task
- Updating a task
- Deleting a task

Contact Lists

- Adding a new contact to a contacts list
- Viewing contact properties
- Editing a contact
- Deleting a contact

Discussion Boards

- Adding a new discussion to the discussion board
- Opening a discussion
- Replying to a discussion
- Editing a discussion
- Deleting a discussion

Other Features

- Setting an alert for an item or document
- Setting an alert for a list or library
- Managing and removing alerts
- Setting a RSS feed
- Removing a RSS feed
- Exporting a SharePoint list to Excel
- Exporting a SharePoint list to Access
- Importing an Excel file to a SharePoint list