



55028: SharePoint® 2013 Power User

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course teaches participants the fundamentals of managing SharePoint 2013 sites.

Target Audience

This course is intended for:

- New and Existing SharePoint Users.

Prerequisites

To attend this course, candidates must have:

- Basic computer knowledge.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create custom workflows using SharePoint Designer 2013.
- Use Content Approval settings and Workflows.
- Use Term Stores and Managed Metadata.
- Use the Document ID Service.
- Understand the SharePoint Server Publishing Infrastructure.
- Create and use Document Sets.
- Route documents with Content Organizer.
- Use Metadata Navigation.
- Create external content types with Business Connectivity Services.
- Use Information Management Policies.



Course Topics

Module 1: Content Approval

- Enabling Content Approval
- Content Approval Workflows

Module 2: Creating Custom Workflows with SharePoint Designer 2013

- Workflow Basics
- Custom List Workflows
- Workflow Actions
- Workflow Conditions
- Workflow Initiation Form
- Reusable Workflows

Module 3: Working with Managed Metadata

- Creating a Term Store Group and Term Set
- Creating Metadata Columns in Lists and Libraries
- Publishing Content Types

Module 4: Business Connectivity Services

- Business Connectivity Service Basics
- Creating an External Content Type with SharePoint Designer
- Creating a List from an External Content-Type

Module 5: Information Management Policy

- Information Management Policy Basics
- Defining Information Policy for a Content-Type
- Defining Information Policy for a List

Module 6: Content Organizer

- Activating the Content Organizer Feature
- Configuring Content Organizer Settings
- Configuring Content Organizer Rules

Module 7: Document ID Service

- Activating the Document ID Feature
- Configuring Document ID Settings
- Linking Documents Using Their Document ID

Module 8: Document Sets

- Activating the Document Sets Feature
- Creating a Document Set Content-Type
- Adding a Document Set Content Type of a Library

Module 9: SharePoint Server Publishing Infrastructure

- Activating the SharePoint Server Publishing Infrastructure
- Publishing Infrastructure Basics
- Creating Pages with Page Layouts

Module 10: Configuring and Consuming Site Search Results

- Search SharePoint for Content
- SharePoint Search Center

LABS INCLUDED

