

## Microsoft - SharePoint 2013 End User Level II

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Explore several advanced topics of working with SharePoint 2013 sites. Topics include SharePoint Server site definitions (Business Intelligence, Document Center, eDiscovery, Education, Search Center, etc), in-depth coverage of Workflows, Site Administration, Site Customization and Site Collection Administration.

### Skills Gained

- Explore all the new site admin features exposed in SharePoint 2013. Learn to utilize Workflows, search schemas, site administration, site collection administration and site customization.

### Who Can Benefit

People responsible for managing SharePoint sites as Owners or Site Collection Owners. Business and everyday users wanting to learn more advanced tasks of SharePoint sites and site collections.

### Prerequisites

- Previous SharePoint End User Level I course or several months of working with SharePoint sites.

## Course Details

### Outline

Module 1: Overview

A simple introduction module.

#### Lessons

- N/A

Lab 1: N/A

- N/A

After completing this module, students will be able to:

- Understand your course, classroom, classmates, facility and instructor.

Module 2: Server Site Definitions

In this module we will explore each of the site definitions that come with SharePoint Server.

#### Lessons

- SharePoint Server Site Definitions
- Business Intelligence Center
- Publishing
- SharePoint eDiscovery
- SharePoint Education

#### Lab 1: Server Site Definitions

- Use the Publishing Portal
- Edit publishing pages
- Work with Reusable Content
- Review Page History
- Create new Pages
- Use the Records Center
- Setup Send To Connections
- Create Content Organizer Rules
- Submit Records
- Configure Holds
- Use the Search Center
- Use Business Intelligence Center

#### Lab 2: Managed Navigation

- Managed Navigation

#### Lab 3: Cross Site Publishing

- Cross Site Publishing

#### Lab 4: Image Renditions

#### Lab 5: Image Renditions

#### Lab 6: Image Renditions

#### Lab 7: Image Renditions

- Embedded Code

#### Lab 8: Embedded Code

- Embedded Code

#### Lab 9: SharePoint eDiscovery

- Create Discovery Center
- Create a Case
- Create Discovery Sets
- Create Queries
- Explore eDiscovery Exchange Integration

#### Lab 10: SharePoint Education

- Explore the SharePoint Education Course Site
- Create and Assign Assignments
- Create Quizzes

#### Lab 11: Content Type Hub

- Configure Content Type Hub
- Configure Content Type Publishing

After completing this module, students will be able to:

- Describe each of the SharePoint Server site definitions
- Be able to effectively use the SharePoint Server site definitions
- Utilize the Publishing site for intranet and internet sites (Create pages, content types, page layouts)
- Use the new cross site publishing (list catalogs), image renditions and code snippet features
- Use the Records Center to submit content
- How to implement in place records management
- How to setup and use the eDiscovery Center
- How to setup and use the SharePoint Education site

#### Module 3: Search

In this module you will learn how to navigate the basic Search Center provided by SharePoint 2013. You will then explore various ways to customize the Search Center using Search Pages, Web Parts and Result Types.

##### **Lessons**

- Search Center Introduction
- Customizing Search Center

#### Lab 1: Search Administration

- Search Result Sources
- Search Result Types
- Search Query Rules
- Search Schema
- Search Configuration Export and Import
- Search and Offline Availability
- Searchable columns

#### Lab 2: Creating Refiners

- Creating Refiners (Custom)
- Creating Refiners (Managed Metadata)
- Configure item counts

#### Lab 3: Content Query Web Part

- Using Content Query Web Part
- Implementing Top Likes

- Implementing Most Viewed

After completing this module, students will be able to:

- Describe the Search Center features
- How to enhance the Search experience with Site Collection and Site Search Schemas
- Add new search and results pages
- Customize the Search Center using Search Web Parts
- Create and use Result Types
- Create Refiners
- Using the Content Search Web Part

#### Module 4: Workflows

In this module we will review the new workflow features of SharePoint 2013.

##### **Lessons**

- Workflows in SharePoint 2013

##### Lab 1: Built In Activities (2007)

- Use one of each Built-In Activity

##### Lab 2: Built In Activities (2010)

- Use one of each Built-In Activity (2010)

##### Lab 3: Reusable Workflows

- Create Reusable Workflows (Site/Global)
- Export a workflow to Visio
- Import a workflow from Visio
- Save as Template

##### Lab 4: Modify OOB Workflow

- Modify Out Of Box Workflows

##### Lab 5: Looping Workflow

- Create a looping set of workflows

##### Lab 6: Creating Simple 2013 Workflows

- Create a custom workflow using SharePoint Designer 2013
- Work with Stages
- Work with Loops
- Utilize new SharePoint activities

##### Lab 7: Creating Visio-based Workflows

- Create a workflow using Visio 2013

#### Lab 8: Out Of Box Workflows

- Create/Use Approval WF
- Create/Use Collect Feedback WF
- Create/Use Collect Signatures WF
- Create/Use Disposition WF
- Create/Use Three-state WF

After completing this module, students will be able to:

- Build workflows with SharePoint Designer
- How to utilize the new Windows Workflow 4.0 in SharePoint 2013
- Understand how to edit built in workflows
- Implement logging in your workflows
- Understand the difference between 2010 and 2013 workflows
- Learn to use the new Stages to implement state machine workflows

#### Module 5: Site Administration

In this module we are going to take a quick look at some basic site administration tasks. These are tasks that can be done by site owners.

##### **Lessons**

- Basic Site Administration

#### Lab 1: Site Administration

- Site Name, Description, Appearance
- Tree View
- Composed Looks and Site Theme
- Navigation
- Regional Settings
- User Alerts
- RSS Settings
- Workflow Settings
- Term store management
- Content and Structure
- Manage Site Features
- Reset to site definition
- Popularity Trends

#### Lab 2: Galleries

- Explore Site Column Gallery
- Explore Site Content Types Gallery
- Explore Web Parts Gallery
- Explore List templates Gallery
- Explore Master Pages (and page layouts) Gallery
- Explore Solutions Gallery

### Lab 3: Advanced Site Administration

- Site Features
- Hold Reports
- Discover and hold content
- Content Organizer settings
- Content Organizer Rules

After completing this module, students will be able to:

- Understand what a Site Administrator is
- Be able to describe all Site Administration tasks
- Administer SharePoint Sites

### Module 6: Site Customization

In this module we will take a very brief look at some of the ways to customize your site via the browser and as an end user. There are many more ways at a developer level to customize SharePoint sites, but this module is focused at an end user level.

#### **Lessons**

- Using Web Parts
- Site Customization

### Lab 1: Foundation Web Parts

- Web Parts Basics
- Add a web part
- Close a web part
- Delete a web part
- Media and Content Web Parts
- Content Rollup Web Parts
- Social Collaboration Web Parts

### Lab 2: New 2013 Web Parts

- Timeline
- Search-Driven Content Web Parts

### Lab 3: Server Web Parts

- Basic & Audience Targeting
- Business Data
- Office Client Applications

### Lab 4: Filter Web Parts

- Use each of the Filter Web Parts

### Lab 5: Master Page and CSS Customization

- Create a Master Page
- Modify a Master Page
- Custom CSS

#### Lab 6: Page Layouts

- Create a new Page Layout
- Create a new Page using a Page Layout

After completing this module, students will be able to:

- Modify the shared and personal view of a site
- Add and delete pages and web part pages
- Add, remove, close and move web parts to a web part page
- An understanding of some basic web part on a team site and portal sites
- Be able to make simple changes to SharePoint master pages and CSS
- Be able to create page layouts and pages

#### Module 7: Site Collection Administration

In this module we take a look at all site collection settings and describe what a site collection administrator is, and what they can do.

##### **Lessons**

- Site Collection Administration

#### Lab 1: Site Collection Administration

- Recycle Bin
- Site Collection Features
- Site Hierarchy
- Site Collection Navigation
- Search engine optimization settings
- Site Collection Audit Settings
- Audit Log Reports
- Portal site connection
- Content Type Policy Templates
- Storage Metrics
- Site collection app permissions
- Site Policies
- Site collection cache profiles, object cache & output cache
- Suggested Content Browser Locations
- Document ID Settings
- Help Settings
- HTML Field Security
- SharePoint Designer Settings
- Popularity and Search Reports
- Site Collection Health Checks

#### Lab 2: Creating Variations

- Variation Settings
- Variation Labels

- Variation Logs
- Translatable Columns
- Using XLIFF Packages
- Utilizing Machine Translation

#### Lab 3: List Throttling

- Throttle Large Lists

After completing this module, students will be able to:

- Understand what a Site Collection Administrator is
- Understand where to find and configure site collection settings
- Be able to describe what each of the site collection administration features are
- Be qualified to be a Site Collection Administrator

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## Schedule (as of 3 )

**Date**

**Location**

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