

SharePoint 2013 Level 1

Audience	This course is intended for learners familiar with SharePoint sites, browsers, and the general concept of SharePoint collaboration. They should be proficient with Microsoft Office and navigation to files and folders on a network or existing SharePoint site.
Description	The course uses a combination of lecture, hands-on practice, and independent exercises to teach the site owners and site collection administrators how to create and manage a SharePoint site.
Objectives	Upon successful completion of the class, students should be able to: <ul style="list-style-type: none">■ Discuss what features SharePoint provides for creating a team site■ Create, configure, and implement control of a team site■ Create lists including announcements, events, contacts, issues, custom and external lists■ Manage users, groups, and permissions on a team site■ Create links on a team site■ Create surveys for a team site■ Create and manage a Community Site■ Add libraries, including picture libraries to a team site■ Understand site management and general administrative issues.
Length	1 day

I. Introduction to SharePoint	III. Creating Lists
A. Understanding SharePoint 2013 and SharePoint Online	A. Understanding Lists
B. Recognizing the Terminology	B. Adding an Item to a List (Announcement)
C. Getting Started	C. Editing an Item in a List
1. Technical Setup	D. Deleting an Item in a List
2. Planning	E. Adding an Event to the Calendar
II. Creating a Team Site and Customizing the Home Page	F. Creating Recurring Calendar Events
A. Creating a Team Site	G. Editing and Deleting an Existing Event
B. Getting Acquainted with the Screen	H. Working with the Links List
C. Changing Site Title, Description and Theme	I. Using External Lists
D. Using Web Parts to Customize the Home Page	J. Linking to Outlook
	K. Setting Up Custom Lists



- L. Adding Columns to Custom Lists
- M. Creating Custom Views
- N. Importing and Exporting List Data
- O. Editing Views
- P. Saving a List as a Template (OPTIONAL)

IV. Document and Picture Libraries

- A. Adding Libraries
- B. Creating New Documents
- C. Using Custom Document Templates
- D. Uploading Documents
- E. Adding a New Folder
- F. Editing/Deleting a Shared Document
- G. Versioning Documents
- H. Checking Out and Sharing Documents
- I. Filtering Documents
- J. Creating a Picture Library
- K. Viewing Pictures
- L. Deleting a Library

V. Creating and Managing a Community Site

- A. Creating a Community Site
- B. Adding Site Discussions
- C. Creating and Assigning Categories
- D. Creating and Assigning Badges to Members
- E. Understanding the four Basic Community Types

VI. Adding Surveys

- A. Creating Surveys
- B. Modifying a Survey
- C. Changing Survey Questions and Settings
- D. Deleting a Survey or Question

VII. Administering Users and Groups

- A. Implementing Control on Web Lists
- B. Approving Content Changes
- C. Setting Up Alerts
- D. Managing Users and Permissions
- E. Managing Groups
- F. Managing Request Access

Appendix. General Administration

- A. Managing a Top Level Site
- B. Saving a Site as a Template
- C. Managing Sites and Workspaces
- D. Deleting Sites