Microsoft® SharePoint® Foundation 2013: Site User

Course Specifications

Course Number:

091107

Course Length:

1 day

Course Description

Overview:

In more professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft® SharePoint® 2013 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web based tools to create, access, store, and track documents and data in a central location. In this course, you will learn about and use a SharePoint Team Site to access, store, and share information and documents.

SharePoint is a complex platform with many features and capabilities. A strong understanding of those features and capabilities will allow you to work more efficiently and effectively with SharePoint, and with the documents and data stored in SharePoint. Furthermore, effective use of new social networking capabilities will allow you to identify, track and advance issues and topic most important to you, and collaborate with colleagues more effectively.

Course Objectives:

Upon successful completion of this course, knowledge workers in a variety of business environments will be able to effectively utilize resources on a typical SharePoint Foundation team site in the course of performing normal business tasks. They will:

- Access and navigate SharePoint content.
- Add, upload, modify, search for, and preview documents in document libraries.
- Add and modify items in lists, configure list views, and filter and group lists.
- Create and update your profile; tag, share, and follow content on your personal sites; and create and manage a personal blog.
- Access, create, save, and manage document versions and synchronize data with Microsoft Office applications.
- Synchronize SharePoint data, work offline, and access data from a mobile device.

Target Student:

This course is designed for existing Microsoft Windows and Microsoft Office users who are transitioning to a SharePoint environment, who will need to access information and collaborate with team members on a Microsoft SharePoint team site.

Prerequisites:

To ensure your success in your course you should be have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2007, 2010 or 2013 suite components, plus basic competence with Internet browsing. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- *Using Microsoft® Windows® 8* or *Microsoft® Windows® 8 Transition from Windows® 7*
- Any or all of the courses in the Microsoft Office 2007, 2010, or 2013 curriculum.

Course-specific Technical Requirements

Hardware

This course requires three server computers, and one workstation for each student and one for the instructor. The Domain Controller\Exchange Server computer must have 6 GB of RAM and SharePoint server computer must have at least 8 GB of RAM or you will likely encounter errors during or after setup that are related to low memory conditions. The Office Web Apps server can run with as little as 4 GB of RAM. The student workstations should be standard Windows 8 Installations. Each computer will need the following minimum hardware configurations:

DT-DC-Exch
- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 6 gigabyte (GB) RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

SharePoint

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 8 gigabyte (GB) RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Off-Apps

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 4 gigabyte (GB) RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

WorkstationX

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 3 gigabyte (GB) RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software

DT-DC-Exch

- Microsoft® Exchange Server 2013
- Microsoft® Windows Server® 2012 Standard

SharePoint

- Microsoft® SharePoint Server 2013
- Microsoft® Office Web Apps® Server 2013

DT-Off-Apps

- Microsoft® Exchange Server 2013
- Microsoft® Windows Server® 2012 Standard

WorkstationX

- Microsoft® Office Professional Edition 2013
- Microsoft® Windows® 8

Course Content

Lesson 1: Accessing and Navigating SharePoint Team Sites

Topic A: Access SharePoint Sites

Topic B: Navigate SharePoint Sites

Lesson 2: Working with Documents, Content, and Libraries

Topic A: Upload Documents

Topic B: Search for Documents and Files

Lesson 3: Working with Lists

Topic A: Add List Items

Topic B: Modify List Items

Topic C: Configure List Views

Topic D: Filtering and Grouping with List Views

Lesson 4: Configuring Your SharePoint Profile

Topic A: Update and Share Your Profile Information

Topic B: Share and Follow SharePoint Content

Topic C: Creating a Blog

Lesson 5: Integrating with Microsoft Office

Topic A: Access and Save SharePoint Documents with Microsoft Office

Topic B: Manage Document Versions through Office 2013

Topic C: Accessing SharePoint Data from Outlook 2013

Lesson 6: Working Offline and Remotely with SharePoint

Topic A: Synchronize Libraries, Sites, and MySite and Working Offline

Topic B: Working from a Mobile Device

Appendix A: Microsoft Office SharePoint 2013 Exam 77-425