

**Module Title : Course 55026A : Upgrading your End User Skills to SharePoint 2013**  
**Duration : 3 days**

## Course Description

This 3-day Instructor Lead course Explore all the new end user features exposed in SharePoint 2013. Learn to work with new Social computing features like newsfeeds and communities, metadata navigation, cross-site publishing, Image Renditions, Embedded Code, UI Enhancements, Composed Looks, Community Sites and Reputation, Apps for SharePoint, eDiscovery, Education and Office Web Apps.

## Audience

Anyone that works with SharePoint 2007, 2010 team sites, libraries, lists and items that wants to learn what is new in SharePoint 2013.

## Prerequisites

Before attending this course, students must have:

- Understanding of SharePoint 2010 basics..

## At Course Completion

After completing this course, you will be able to:

- Explore every new aspect that will be visible to an end user in SharePoint 2013.

## Course Outline

### Module 1: Overview

A simple introduction module.

After completing this module, students will be able to:

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

### Module 2: SharePoint Introduction

In this module, we are going to take a high-level look at SharePoint 2013 features. These features will not just be End User focused in order to help you understand why your company should move to SharePoint 2013.

### Lessons

- What's New in SharePoint 2013

After completing this module, students will be able to:

- Describe the new features and capabilities of SharePoint 2013
- Understand why your company should move to SharePoint 2013

### Module 3: Collaboration Experience

In this module we take a look at the new features introduced in SharePoint 2013 from a UI perspective.

#### Lessons

- New SharePoint Features

#### Lab : SharePoint 2013 UI

- Explore 2013 UI Changes

#### Lab : SharePoint 2013 Features

- Managed Navigation
- Cross Site Publishing
- Image Renditions
- Embedded Code

After completing this module, students will be able to:

- Describe the new UI features of SharePoint 2013
- Understand how to setup Metadata Navigation
- Understand search enhancements
- Describe Minimal Download Strategy (MDS)
- How to use the Embed Code feature

### Module 4: Apps and App Management

In this module, we are going to take a look at lists, which are now called apps, from an end user standpoint. We will explore the new Appsof SharePoint 2013 and what things have changed when performing App management.

#### Lessons

- Apps
- App Management

#### Lab : What's New With SharePoint Lists and Sites

- Popularity Trends
- Site Newsfeeds
- Sharing
- Site Closure and Deletion

- Composed Looks
- Site Collection Health

After completing this module, students will be able to:

- Describe and use SharePoint Apps
- Understand how to manage SharePoint Apps
- Learn what's new with managing &quot;Apps&quot;
- Learn how to install Apps from local AppCatalog
- Learn how to download and install Apps from the SharePoint Store

### Module 5: New SharePoint Sites

In this module we are going to review the newSharePoint 2013 site definitions.

#### Lessons

- SharePoint Foundation Sites

#### Lab : New SharePoint Sites

- Create a Project Site
- Create a Community Site
- Work with Badges & Reputation
- Enable Offensive Content reporting

After completing this module, students will be able to:

- Understand what new sites are available in SharePoint 2013
- Understand how to create and what a Developer site is
- Understand how to create and what a Community site is

### Module 6: Office Integration

In this module we are going to take a look at how SharePoint and Office interact.

#### Lessons

- Office Web Applications
- Office 2013

#### Lab : Office Integration

- Document Library Integration with Outlook
- Calendars Integration with Outlook
- Tasks Integration with Outlook
- Managing Lists with Excel
- Managing Lists with Access

**Lab : Office Web Applications**

- Office Web Applications Integration with SharePoint 2013
- Viewing, Editing and Creating Documents
- Machine Translation Integration

After completing this module, students will be able to:

- Describe how SharePoint integrates with Office (from SharePoint and to SharePoint)
- How to describe and use Office Web Applications
- How to use Machine Translation Services

**Module 7: My Site**

In this module we will review the new Social Computing features in SharePoint 2013 and the many social improvements made to the My Site feature.

**Lessons**

- My Site and Social Features
- What is Social Computing

**Lab : My Site**

- Explore new My Site
- Explore Profiles
- Explore New Newsfeed
- Explore Following
- Utilize SkyDrive Pro
- Explore new Privacy Settings
- My Tasks Aggregation

After completing this module, students will be able to:

- Describe what a My Site is
- How to work with My Site social networking features
- How to protect yourself in the Social Computing realm
- Describe the new improved Newsfeed
- How to utilize the Following features
- What SkyDrive Pro is and how to use it
- How the My Tasks aggregation feature works

## Module 8: SharePoint Workflows

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

### Lessons

- Workflows in SharePoint 2013

### Lab : Creating Simple 2013 Workflows

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

### Lab : Creating Visio-based Workflows

- Create a workflow using Visio 2013

After completing this module, students will be able to:

- How to utilize the new Windows Workflow 4.0 in SharePoint 2013
- How to build Windows Azure based Workflows

## Module 9: SharePoint eDiscovery

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

### Lessons

- SharePoint eDiscovery

### Lab : SharePoint eDiscovery

- Learn to use the new eDiscovery APIs
- Create Discovery Center
- Create a Case
- Create Discovery Sets
- Create Queries

After completing this module, students will be able to:

- Describe SharePoint eDiscovery
- Learn to create eDiscovery Center
- Learn to create new Cases
- Learn to create discovery queries

## Module 10: SharePoint Education

In this module we will review the new SharePoint Education feature of SharePoint 2013.

### Lessons

- SharePoint Education

**Lab : SharePoint Education**

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

After completing this module, students will be able to:

- Describe SharePoint Education Features
- How to create new courses and assignments
- How to add items to the Academic Library