

# SharePoint 2013 for Designers

Hands-on course of 2 days - 14h

Ref.: HAI - Price 2024: CHF1 350 (excl. taxes)

## THE PROGRAMME

last updated: 01/2018

### 1) Overview of SharePoint Server 2013

- Users/contributors view and administrators.
- Sites, Lists, Document Libraries, and Web Parts.
- Team and community sites. Hierarchy of a site.
- What's new in SharePoint 2013.

*Hands-on work : Using the ribbon, managing newsfeeds.*

### 2) Managing lists and document libraries

- What's new in SharePoint 2013 lists.
- Create a team site and configure the lists of the document library.
- Manage list items and views. Metadata lists, navigation.
- Share a document, create Wiki pages.
- Handle directories. Properties, workflows and document settings.
- Customize lists and the document library. Manage security.
- Integration with Outlook and SharePoint Workspace.

*Hands-on work : Using lists and libraries. Creating templates.*

### 3) Searching and navigating in SharePoint 2013

- Metadata navigation.
- Architecture of information sites.
- Search, search index, advanced search, People Search, Refinement...
- Search security, Web Parts and notifications.
- Customize search results.

*Hands-on work : Searching content and working with the new search engine.*

### 4) Office integration

- Integrating SharePoint with Office.
- SharePoint WorkSpace, InfoPath, SharePoint Designer, Excel, Access, Outlook and PowerPoint.

*Hands-on work : Publishing a page from Word. Integrating a PowerPoint presentation into a portal.*

### 5) Type of content

- Architecture of content types..
- Create and manage a Colum site and content types.
- Configure documents, Term Stores.
- Manage metadata with content types in the same scenario.

*Hands-on work : Creating and managing a Colum site and content types. Managing your documents.*

### 6) Security management

- Guiding principles: Authentication and authorization.

#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Secure elements. Best practices.

*Hands-on work : Defining how to access your site and its pages.*

## 7) Workflow

- Overview. Standard workflows.
- Creation, configuration and deployment of Workflows.
- Create a Workflow via SharePoint Designer 2013.

*Hands-on work : Design and use a Workflow.*

# DATES

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Contact us