SharePoint 2013 for beginners
(Power users)

SharePoint 2016

Course Description:

This SharePoint 2013 power User is for end users working in a SharePoint 2013 environment. The course teaches SharePoint basics such as working with lists and libraries as well as basic page customizations.

Target Group:

◆ Anyone who is responsible for creating and managing a business process or knowledge sharing platform, including:

- ❖ Business Analysts
- ❖ Financial Analysts
- ❖ Business Intelligence Developers
- ❖ Solution Architects
- ❖ Database Administrators
- ❖ Project Managers
- ❖ Decisions Makers

Course Contents:

1. SharePoint 2013: The Basics – End User Training
2. List and List Items
3. Libraries and Documents
4. List Settings
5. Library Settings
6. Web Pages
7. Connecting to Office Applications
8. Site Administration

Prerequisites:

◆ good knowledge of document management systems
◆ Basics knowledge of computer skills

40 Hours