SharePoint 2013 User, Part 1 of 2: Navigation and Communications

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Meet the expert: Adam Levithan is a senior consultant at Portal Solutions, LLC, a leading technology consulting firm that plans, designs, and deploys highly effective digital workplace solutions to connect employees and information. He is an experienced writer, instructor, and speaker, as well as a Virtual Technology Specialist (vTSP) for Microsoft, assisting in the communication and benefits of the Microsoft collaboration suite. Adam is a seasoned business strategist, SharePoint advocate, and information architect focusing his skills on designing information management and collaboration solutions. He is passionate about the capabilities of the SharePoint platform and is an advocate for customers to improve the retention and findability of information.

Prerequisites: This course assumes a basic level of familiarity with Microsoft Office 2010 or 2013 and Internet Browsers: Explorer 8+, Firefox or Chrome.

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Course description: With the introduction of SharePoint 2013, not only has the look and feel been upgraded but a whole new set of features have been added. Here we will take a practical approach to SharePoint and review the key elements that are found in every implementation, how to navigate through your site, the contextual ribbon that allows SharePoint to look and feel like its Microsoft Office cousins. You'll learn how the SharePoint 2013 Search experience has been improved to search not only through standard content but throughout unstructured social content. We'll cover the two major groups of standard lists, communications and activity tracking, demonstrating common functionality and highlighting any key differences. Utilizing these lists can transform daily information sharing into long-term reporting, without the addition of extra effort. The next time you start to type an e-mail, or build a spreadsheet to be passed around the office, you will take a second look to see if a list within SharePoint may serve your needs better.

Course outline:

Navigation
- Introduction
- Introduction to a Team Site
- Navigation
- Getting Started
- The Ribbon
- Demo: Team Site
- Summary

Searching
- Introduction
- Searching
- Search Queries
- Search Results
- Security Concepts
- Demo: Applying Security
- Sharing
- Demo: Searching
- Summary

Communications
- Introduction
- Introduction
- Communications
- Announcements
- Demo: Announcements
- Links
- Demo: Links
- Contacts
- Demo: Contacts
- Discussion Board
- Demo: Discussion Board
- Summary

Tracking
- Introduction
- Activities/Tracking
- Calendar
- Demo: Calendar
- Tasks
- Demo: Tasks
- Summary