



To register or for more information call our office **(208) 898-9036** or email register@leapfoxlearning.com

SharePoint 2013 Power User Training

Class Overview

This SharePoint 2013 Power User training class is designed for individuals who need to learn the fundamentals of managing SharePoint sites.

Duration: 2 days

Class Outline

1. Content Approval

- A. Enabling Content Approval
- B. Content Approval Workflows

2. Creating Custom Workflows with SharePoint Designer 2013

- . Workflow Basics
 - A. Custom List Workflows
 - B. Workflow Actions
 - C. Workflow Conditions
 - D. Workflow Initiation Form
 - E. Reusable Workflows

3. Working with Managed Metadata

- . Creating a Term Store Group and Term Set
 - A. Creating Metadata Columns in Lists and Libraries
 - B. Publishing Content Types

4. Business Connectivity Services

- . Business Connectivity Services Basics
 - A. Creating an External Content Type with SharePoint Designer
 - B. Creating a List from an External Content Type

5. Information Management Policy

- . Information Management Policy Basics
 - A. Define and Information Policy for a Content Type
 - B. Defining Information Policy for a List

6. Content Organizer

- . Activating the Content Organizer Feature
 - A. Configuring Content Organizer Settings
 - B. Configuring Content Organizer Rules

7. Document ID Service

- . Activating the Document ID Feature
 - A. Configuring Document ID Settings
 - B. Linking Documents Using Their Document ID

8. Document Sets

- . Activating the Document Sets Feature
 - A. Creating a Document Set Content Type
 - B. Adding a Document Set Content Type of a Library

9. SharePoint Server Publishing Infrastructure

- . Activating the SharePoint Server Publishing Infrastructure
 - A. Publishing Infrastructure Basics
 - B. Creating Pages with Page Layouts

10. Configuring and Consuming Site Search Results

- . Search SharePoint for Content
 - A. SharePoint Search Center