MOC 55029

Introduction to SharePoint 2013 for Collaboration and Document Management

Module 1: SharePoint Overview
- ✓ What is SharePoint?
- ✓ Team Collaboration
- ✓ Document Management
- ✓ Web Sites
- ✓ Social Features
- ✓ SharePoint Security

Module 2: Accessing SharePoint
- ✓ Logging onto SharePoint
- ✓ SharePoint Navigation: The Suite Bar
- ✓ SharePoint Navigation: The SharePoint Screen
- ✓ SharePoint Navigation: The Title area crumb trail
- ✓ SharePoint Navigation: Following and returning to sites
- ✓ SharePoint Navigation: The SharePoint Ribbons
- ✓ SharePoint Navigation: Quick Launch and Web Parts
- ✓ Regional Settings

Module 3: SharePoint Libraries
- ✓ Document Libraries
- ✓ Ribbon options and the "Open Menu" link (…)
- ✓ Accessing Documents
- ✓ Office Web Apps
- ✓ Checking Out Documents
- ✓ Deleting Documents and the Recycle Bin
- ✓ Creating and Managing Alerts
- ✓ Uploading Documents
- ✓ Blocked File Types
- ✓ Creating Folders
- ✓ Creating New Documents
- ✓ Versioning
- ✓ List and Library Views
- ✓ Asset and Picture Libraries

Module 4: SharePoint Lists
- ✓ SharePoint Lists
- ✓ Working with Custom Lists
- ✓ Working with Task Lists
- ✓ Using Task Lists to manage team tasks
- ✓ Adding and Updating Tasks
- ✓ Using Task Views
- ✓ Synchronizing Task Lists with Outlook
- ✓ Working with SharePoint Calendars
- ✓ Calendar Navigation and Views
- ✓ Adding Calendar Events
- ✓ Dealing with long lists of events
- ✓ Synchronizing SharePoint Calendars with Outlook

MOC 55029

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Module 5: SharePoint Search
- ✓ Searching SharePoint
- ✓ What is searchable
- ✓ Search results and refiners
- ✓ Search Tips and Tricks

Module 6: SharePoint Wikis
- ✓ Uses of a Wiki
- ✓ Editing Wiki Articles
- ✓ Working with Wiki Version Tracking
- ✓ Wiki Views

Module 7: SharePoint Social Features
- ✓ What are "Social Features"?
- ✓ Interacting with People
- ✓ About Me and Updating Your Profile
- ✓ Your Newsfeed
- ✓ Micro-blogging
- ✓ Tagging and Rating Documents
- ✓ Blogs

Module 8: Discussion Boards
- ✓ SharePoint Discussion Boards
- ✓ Reading, creating and responding to discussions

Module 9: Community Sites
- ✓ Community Sites
- ✓ Requesting Access
- ✓ Joining the Community
- ✓ Exploring Topics
- ✓ Posting and Replying
- ✓ Best Replies and Alerts

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