

Course Title	SharePoint Workshop for Power-Admin Users
Course Code	SPWS_POWERUSER-012018-001
Objective	<p>The SharePoint Fundamentals class presents all the essential SharePoint features and information organization decision points. The course does not require any prior knowledge of SharePoint.</p> <p>If you've already been working with SharePoint, the course will clear up areas that might be confusing and introduce you to new not so obvious functionality.</p> <p>This is a theory, demo and hands-on lab sessions. 170 minutes of lab time. Training material of 115 pages will be provided.</p>
Target Audience	Power User / Site Administrator
Benefits	<ul style="list-style-type: none"> • Learn core SharePoint features - sites and site collections, lists, columns, views, versions, alerts • Use collaborative editing and track changes features in Office applications to make real time editing simple • Utilize metadata and folders together to make content findable and manageable • Manage permissions, site collection content, site templates, features, and recycle bin • Create SharePoint Designer workflows that process information submitted through forms • Learn out of box workflow management and approval workflows through SharePoint Designer • Understand the different page types and expose the right information using web parts • Understand the changes to site collection once publishing infrastructure is turned on • Create a site collection mapped to organizational structure from start to finish
Duration	1.0 days

Time	10.00 am to 1.00 pm (break for 15 minutes) 1.00 pm to 2.00 pm (lunch break at own expenses) 2.00 pm to 5.00 pm (break for 15 minutes)
Venue	Alfa Connections Office or Microsoft Office
Class Size	Up to 8 attendees to have an effective learning experience
Technology	SharePoint Online / SharePoint On-premise
Notes to Attendee	Attendee has to bring your own laptop (Windows 7 and above) for this workshop. Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013 server. http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx Attendee has to ensure that this laptop is able to connect to wifi network.
Topics	<ol style="list-style-type: none"> 1. Definitions, History, and Expectations <ul style="list-style-type: none"> • Definitions • History • Editions • How to Make SharePoint Successful 2. Sites, Lists, Versioning <ul style="list-style-type: none"> • Site Collection • Site • Navigation • Features • Navigation • List = App • List specific features 3. Social, User Profiles, My Site <ul style="list-style-type: none"> • User Profile and Personal content • Task aggregation on my site synchronization • Newsfeed and Following • Community site template 4. Pages, Web Parts, Apps, and Themes <ul style="list-style-type: none"> • Types of Pages • Web parts

	<p>5. Security and Authorization</p> <ul style="list-style-type: none">• Permissions and Permission Levels• Site Collection Administrator• Authentication vs. Authorization• Who can assign permissions• SharePoint groups• Web Part to show users and SharePoint groups that have access to the site <p>6. Site Administration Tools</p> <ul style="list-style-type: none">• List and Site Templates• List View thresholds• Features• Manage Content and Structure Tool• Usage Analysis <p>7. Project: Libraries and Lists</p> <ul style="list-style-type: none">• Setup Research Papers library with folders and metadata• Setup Area for Industry Clinic project management
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Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.