

Boot Camp

# Microsoft SharePoint 2013

The first step to becoming an expert

اردوی آموزشی

# شیرپوینت 2013

اولین گام برای تبدیل شدن به یک متخصص

## In this SharePoint 2013 training course you will get lab-driven skills for deploying the all new SharePoint 2013.

In this two day, hands-on SharePoint 2013 training course you will learn the "big picture" of the all new SharePoint 2013 from an expert SharePoint practitioner/instructor. Our comprehensive approach provides you with all the key learning objectives you need to know to plan, deploy, customize and manage your SharePoint 2013 implementation. SharePoint Boot Camp is the perfect SharePoint 2013 training course for anyone who wants to cover the core concepts of SharePoint Governance, Administration and Customization in a single course.

After completing SharePoint Boot Camp you will take away the key knowledge and skills for a successful SharePoint 2013 deployment, an excellent investment in the effectiveness of your organization's management and use of SharePoint.

در این اردوی آموزشی شما به صورت کارگاه محور با تمام ویژگی های شیرپوینت 2013 آشنا میشوید.

در این 2 روز شیرپوینت 2013 به صورت عملی توسط یک متخصص / مدرس به شما آموزش داده میشود، تا در انتها بتوانید یک "تصور کلی" از تمام ویژگی های آن داشته باشید. رویکرد جامع ما با هدف یادگیری تمام نکات کلیدی، شما را آماده میکند که خود با تسلط تمام مراحل پیاده سازی شامل برنامه ریزی، استقرار، سفارشی سازی، مدیریت و نگه داری را انجام دهید.

این اردو آموزشی با پوشش دادن مفاهیم اصلی شیرپوینت در یک دوره واحد، سرمایه گذاری عالی در اثربخشی مدیریت سازمان شما و استفاده از شیرپوینت است.

### Immediate Benefits of Attending this SharePoint 2013 Training Course

منفعت های کوتاه مدت شرکت در این دوره آموزشی شیرپوینت 2013

- Understand the architectural differences between SharePoint 2013 and previous versions to better leverage your infrastructure investments
- Understand SharePoint 2013's new web content management features to simplify the designing and publishing of your sites
- Understand SharePoint 2013's Installation and Upgrade processes including upgrade for service appointment and site collections
- Transform your business with SharePoint 2013's socialization features including the new committee portal and community sites
- Get hands on with SharePoint's new branding and design capabilities for public facing internet sites and intranets
- Learn to present your business with SharePoint 2013's new e-Discovery capabilities
- Understand SharePoint's records management and compliance features
- Learn to optimize your SharePoint 2013's viewing experience across multiple mobile device platforms
- Connect to and use external data from a variety of sources with SharePoint 2013's Business Connectivity Services
- Use SharePoint 2013's business intelligence features to better manage organizational goals, processes and performance improvements

This [course](#) is for anyone who wants to plan, implement, customize and manage their own SharePoint 2013 implementation. SharePoint 2013 Boot Camp covers the core concepts of SharePoint 2013 Governance, Administration, and Customization.

#### SharePoint 2013 Boot Camp will benefit:

- SharePoint Administrators
- SharePoint Power Users and Content Managers
- Web Designers
- Web Developers
- Project Managers
- System Managers
- IT Directors
- IT Management

این دوره برای تمام کسانی است که میخواهند خود SharePoint 2013 را برنامه ریزی، پیاده سازی، سفارشی سازی و مدیریت کنند. اردوی آموزشی شیرپوینت 2013 مفاهیم اداره امور، مدیریت و سفارشی سازی را در بر میگیرد.

اردوی آموزشی شیرپوینت 2013 مفید است برای:

- مدیران شیرپوینت
- کاربران و مدیران محتوا
- طراحان وب
- توسعه دهندگان وب
- مدیران پروژه ها
- مدیران سیستم ها
- مدیران IT



Shahram Vafadar

شهرام وفادار

- National Award Olympiad by achieving first place
- National Skills Competition of Work & Knowledge by achieving first place
- Holder of Microsoft Certification: MCPD and MCTS
- Member of National Elites Association
- Holding several training courses and specialized classes
- Holding several Seminar
- ...

- کسب مقام اول المپیاد کامپیوتر
- دارنده مدارک MCPD و MCTS مایکروسافت شیرپوینت
- معمار و مدیر پروژه در پیاده سازی بیشتر از 10 پروژه شیرپوینت در مقیاس بزرگ
- معمار و مدیر پروژه در پیاده سازی بیشتر از 30 پروژه نرم افزاری در مقیاس بزرگ
- تدریس بیش از 20 دوره آموزشی شیرپوینت
- تدریس بیش از 50 دوره آموزشی برنامه نویسی و نرم افزار های تخصصی
- مدرس دوره های طراحی و معماری سیستم های سازمانی
- مدرس دوره های مدیریت پروژه با متدلوژی های Agile - Scrum
- برگزاری چندین سمینار تخصصی
- ...



SharePoint® Developer 2010



SharePoint® 2010, Application Development

## I. Understanding SharePoint 2013

1. What is SharePoint?
2. Changes from Previous Versions
3. New Features in 2013
4. Installing SharePoint 2013
  - Hardware Requirements
  - Software Requirements
  - Architectural Changes from 2010
  - Best Practices
5. Upgrading to SharePoint 2013
  - Upgrade Requirements
  - The Upgrade Procedure

## II. Understanding SharePoint Governance

1. What is Governance
2. Creating a Governance Road Map
  - Define your Vision and Objectives
  - Identify your Technical Requirements
  - Identify your Business Requirements
  - Identify Risks and Concerns
  - Understanding you Audience
3. Governance Best Practices
4. Planning your Deployment

## III. Administration of SharePoint

1. The Central Administration Tool
  - Capabilities
  - Limitations
2. Initial SharePoint Configuration
3. Service Configuration
4. Backup and Recovery

## IV. Understanding SharePoint Hierarchies

1. The Four Content Levels

- Site Collections
  - Sites
  - Lists and Libraries
  - Folders
2. Managing Content
    - Site Collections
    - Sites
  3. Creating Site Collections
  4. Creating SharePoint Sites
  5. Working with Site Settings
  6. Security and Permissions
    - Understanding SharePoint Security
    - Inherited and Unique Permissions
    - Customizing User Roles

## **V. Collaboration and Socialization with SharePoint 2013**

1. User Profiles
2. My Sites
3. SharePoint's Collaborative Features
  - Blogging
  - Micro-Blogging
  - Status Updates
  - Document Sharing and Collaboration

## **VII. Working with SharePoint Lists**

1. What are SharePoint Lists?
  - Columns
  - Items
  - Views
2. Out-of-the-Box Lists
  - Creating Lists
  - Working with Lists
3. Custom Lists
  - Importing Lists from Excel
  - Creating Custom Lists from Scratch

#### 4. Extending List Functionality

- List Settings
- Creating Columns
- Creating Views

### **VIII. Working with SharePoint Libraries**

#### 1. What are Libraries?

#### 2. Understanding the Out-of-the-Box Templates

- Document Libraries
- Form Libraries
- Picture Libraries
- Slide Libraries
- Report Libraries

#### 3. Working with Libraries

- Uploading Documents to Libraries
- Working with Library Documents
- Check-In/Check-Out
- Version Control

#### 4. Customizing Document Libraries

- Customizing Metadata
- Creating Custom Views

### **IX. Site Tools and Content Customization**

#### 1. Content Types

- What are Content Types?
- Examining Default Content Types
- Creating Content Types (List Content Types vs. Library Content Types)
- Content Type Settings

#### 2. Managed Metadata

- What is Managed Metadata?
- Creating Managed Metadata
- Utilizing Managed Metadata

#### 3. Document Sets

- What are Document Sets?
- Advantages of Document Sets

- Creating Document Sets

## **X. Understanding the SharePoint Designer**

1. What is SharePoint Designer?
2. Using SharePoint Designer
  - Modifying Site Settings
  - SharePoint Customizations
3. Working with Data Views

## **XI. SharePoint Web Parts**

1. What is a Web Part?
2. Working with Web Parts
  - Adding and Removing Web Parts
  - Customizing Web Parts
3. Editing Pages in SharePoint
4. Web Parts and SharePoint Designer
5. Data View Web Parts
  - What are Data View Web Parts?
  - Using Alternative Data Sources

## **XII. InfoPath Form Services**

1. What is InfoPath?
2. Working with InfoPath
3. Designing Forms with InfoPath 2013
  - Understanding Form Design Elements
  - Understanding Form Controls
4. Publishing InfoPath forms to SharePoint
  - SharePoint Lists
  - SharePoint Libraries
5. Submitting InfoPath Form Results
6. Implementing Workflows to Process InfoPath Forms

## **XIII. SharePoint Workflows**

1. What are Workflows?
  - Why Use Workflows?



- Determining the Need for Custom Workflows
- 2. Changes in the Workflow System
- 3. SharePoint Workflow Templates
  - Collecting Feedback and Digital Signatures
  - Approval Workflows
- 4. Creating Custom Workflows with SharePoint Designer
  - Workflow Initiation and Variables
  - Understanding Conditions
  - Workflow Actions

#### **XIV. Working with Business Intelligence**

1. What is Business Intelligence?
2. Business Intelligence Considerations
  - Understanding SharePoint's Capabilities
  - Business Intelligence Benefits
  - Challenges and Limitations
3. Excel Services
  - Excel Services Capabilities
  - Report Libraries
  - The Excel Web Access Web Part
4. Key Performance Indicators
  - KPI Lists
  - KPI Web Parts
5. Charting with SharePoint
  - The SharePoint Chart Web Part
  - Connecting Charts to Data
  - Changing Appearance Properties
6. Introduction to Visio Services
  - Visio Services Overview
  - Publishing Visio Documents
7. Introduction to Access Services
  - Access Web Services Overview
  - Working with Access Databases
  - Using SharePoint's Built-in Databases
8. Business Connectivity Services

## **XV. Business Connectivity Services**

1. What are Business Connectivity Services?
  - Why Use BCS?
  - Example Uses for BCS
2. Understanding the Elements of BCS
3. Working with BCS Data

## **XVI. Customizing SharePoint**

1. Site Definitions and Templates
  - What is a Template?
  - What is a Definition?
2. Understanding the Included Templates
3. Customizing Site Templates
4. Customizing List and Library Templates
5. SharePoint Themes
  - Changing SharePoint's Theme
  - Creating Customized Themes
6. Master Pages
  - What are Master Pages?
  - Resetting a Site to its original Master Page
  - Editing Master Pages
7. Page Layouts
  - Working with page layouts
  - Editing a page layout
8. Navigation
  - Quick Launch Bar
  - Top Link Bar
  - Customizing Navigation

گروهی از مشتریان دوره های آموزشی گروه هوژان



