



SharePoint 2013

Web Content Management

Who should attend?

This course is intended for users who want to learn how to author and manage web content in SharePoint 2013 using the Publishing feature.

Prerequisites

Participants should be familiar with Windows and Internet Explorer as well as have fundamental computer skills including basic text formatting, and file management. Users should also be familiar with Microsoft Office.

Course Duration

1 Day

Course Content:

- Introduction
 - What is SharePoint?
 - Site architecture
 - Navigating the site content
- Page Authoring
 - Introduction to web pages
 - Overview of versioning, scheduling and moderation
 - The ribbon
 - Creating pages – standard method
 - Create pages from within a library
 - Change page layout
 - Entering content
- Saving, Check In and Check Out
 - Finding your web pages
 - Checking out and editing an existing page
 - Saving and checking in changes
- Formatting and Spelling
 - Font and paragraph formatting
 - Styles and markup styles
 - Select and edit html
 - Check spelling
- Inserting Tables
 - Insert tables into a page
 - Edit table layout and design
- Inserting Pictures
 - Introduction
 - Adding images to an images library
 - Image approvals
 - Inserting pictures onto a page
 - Change image design options
 - Image position
 - Image renditions
- Document Libraries
 - Introduction
 - Uploading documents
- Inserting Links
 - Introduction
 - Relative vs. Absolute links
 - Inserting links from SharePoint or addresses
- Managing Pages
 - Preview a page
 - Page history
 - Delete a page
 - Edit page properties
 - Edit SEO properties
 - Make homepage
 - Incoming links
 - Draft check: checking for unpublished items



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- Publishing pages
 - Introduction
 - Page scheduling
 - Publishing a page
 - Approving pages
 - Viewing workflow status and history
- Publishing Images and Documents
 - Item status
 - Publishing items
- Navigation Settings
 - Introduction
 - Modify navigation
- Sharing and Tracking
 - E-mail a link
 - Alert me
- Reusable Content
 - Introduction
 - Creating and using reusable content
- Manage Content and Structure
 - Introduction
 - Content and structure reports
 - Show related resources