Course duration

- 3 days

Course Benefits

- Explore SharePoint 2013 Designer User Interface.
- Use Backstage View.
- Create a Subsite.
- Create a Site Template.
- Delete a Subsite.
- Create a SharePoint List.
- Create a SharePoint Library.
- View Content Types.
- Create a New Content Type.
- Create a Site Column.
- Add a Content Type to a List or Library.
- Use The Out-Of-The-Box Workflows.
- Use The Three-State Workflow.
- Use The Approval Workflow.
- Use The Collect Feedback.
- Create a Workflow Lunch Request.
- Create a Workflow with a Custom Message.
- Create and Configure Workflow Parameters
- Create and Configure Stages, Steps, and Parallel Blocks.
- Create and Configure Reusable Workflow.
- Create and Configure State Machine Workflow.
- Use a List as a Data Source.
- Open a Workflow in Visual Designer.
- Create a Workflow in Visual Designer.

Available Delivery Methods

Public Class
Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class
Private classes are delivered for groups at your offices or a location of your choice.

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Course Outline

1. Course Overview
    1. Introduction
    2. Course Materials
    3. Facilities
    4. Prerequisites
    5. What We'll Be Discussing
2. SharePoint 2013 Workflows
    1. What Is A Workflow?
    2. What Is New In SharePoint 2013 Workflows?
    3. The Main Building Blocks
    4. Activities
    5. Actions
    6. Workflow Forms
    7. Tasks
    8. Understanding Containers
    9. Types Of Workflows
    10. Sequential Workflow
    11. State Machine Workflow
    12. Flow Chart Workflow
    13. Workflow Associations And Subscriptions
    14. Workflow Visualizations
    15. Optional Module Topics
    16. SharePoint 2013 Workflows
        1. Exploring SharePoint 2013 Designer User Interface
        2. Backstage View
        3. Create a Subsite
        4. Create a Site Template
        5. Delete a Subsite
        6. Create a SharePoint List
        7. Create a SharePoint Library
        8. View Content Types
        9. Create a New Content Type
        10. Create a Site Column
        11. Adding a Content Type to a List or Library
3. SharePoint 2013 Out-Of-The-Box Workflows
    1. Content Types
    2. Workflow Tasks Lists
    3. Out-Of-The-Box Workflows
    4. Disposition Approval
    5. Three-State
    6. Approval
    7. Collect Feedback
    8. Collect Signatures

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9. Publishing Approval
10. Workflow Planning
11. SharePoint 2013 Out-Of-The-Box Workflows
    1. Workflow Lunch Request
    2. Workflow with Custom Message
    3. Workflow Parameters 1
    4. Workflow Parameters 2
    5. Stages, Steps, and Parallel Blocks
    6. Reusable Workflow
    7. State Machine
    8. List as a Data Source

4. SharePoint Designer 2013 Workflows
    1. Workflow Interop
    2. SharePoint 2013 Designer Workflow Interface
    3. Workflow Ribbon Commands
    4. Understanding the Workflow GUI
    5. Naming and Messages
    6. Workflow Parameters
    7. Stages, Steps and Parallel Blocks
    8. Reusable Workflows
    9. Workflow Associations and Subscriptions
    10. Workflow Best Practices
    11. SharePoint Designer 2013 Workflows
        1. Workflow Lunch Request
        2. Workflow with Custom Message
        3. Workflow Parameters 1
        4. Workflow Parameters 2
        5. Stages, Steps, and Parallel Blocks
        6. Reusable Workflow
        7. State Machine
        8. List as a Data Source
5. Workflows Using SharePoint Designer 2013 and Visio 2013
    1. Comparing Text to Visual Designer
    2. SharePoint Designer 2013 Visual Designer
    3. Errors in Workflows with Visio 2013
    4. Packaging Workflows
    5. Lab 1: Workflows Using SharePoint Designer 2013 and Visio 2013
        1. Open a Workflow in Visual Designer
        2. Create a Workflow in Visual Designer
6. Concept Reinforcement Scenarios
    1. Scenario 1
    2. Scenario 2
    3. Scenario 3
    4. Scenario 4
    5. Scenario 5 (Extra Credit – No Solution)
    6. Lab 1: Concept Reinforcement Scenarios

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Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this SharePoint class:

- Basic computer skills.
- Knowledge of what you want to do either now or in the future with SharePoint 2013 workflows.

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