

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/76013

SharePoint 2013 Site Owner and Power User Boot Camp

Gain power skills for creating, managing and using SharePoint 2013 sites.

In this extensive hands-on training course, you'll explore all the core skills you need to know to become a Microsoft SharePoint 2013 power user, including SharePoint lists and libraries, workflows, web parts, collaboration features, SharePoint Designer, InfoPath and forms, data views, business intelligence, templates and themes. After exploring the basics of the SharePoint sites, you'll learn and practice techniques and tools for site creation, customization, communication, collaboration, information sharing and reporting, and improving business processes. You'll benefit from the guidance and expertise of your course leader, who fully understands the needs and responsibilities of the SharePoint power user—and can help you recognize how to best apply the skills you learn to your own job. Every unit that you'll cover has been designed to make sure that you can focus on the exact skills that you need for your role, with thorough lab exercises to solidify your new skills.

How You Will Benefit

- Understand the fundamentals of how to create and customize a site with Sharepoint 2013
- Learn how to use the new Windows 8 user interface and feature enhancements
- Use the workflow capabilities of SharePoint 2013 to create custom workflows
- Get the most out of the new socialization features of SharePoint 2013
- Improve your business intelligence integration within Excel Services
- Organize your personal work assets with the new My Sites
- Automate your data collection efforts with Sharepoint 2013
- Use SharePoint 2013 apps including lists, libraries, sites and event calendars
- Understand the Sharepoint 2013 mobility functionality
- Explore the document management features of SharePoint 2013
- Be able to utilize the enhanced search features of SharePoint 2013
- Facilitate collaborative communication, customize site settings and pages, and use Data View web parts
- Leverage the enhanced integration of MS Office 2013 with SharePoint 2013

What You Will Cover

- Understanding SharePoint 2013 and changes from previous versions

- Exploring SharePoint hierarchies, SharePoint sites and SharePoint site collections
- Collaboration and socialization with SharePoint 2013
- Blogging, microblogging, status updates, and document sharing and collaboration
- Understanding SharePoint communities
- Working with data: SharePoint lists, both out-of-the-box and custom lists
- SharePoint libraries, out-of-the-box templates and customizing document libraries
- Understanding and creating content types
- Enterprise content management: managed metadata and document sets
- Building applications with built-in tools
- Adding, removing and customizing web parts
- Understanding the new SharePoint designer
- Introduction to business process automation
- Microsoft InfoPath form services
- Designing and publishing forms with InfoPath 2013
- Using SharePoint workflows
- Working with Excel services and Key Performance Indicators (KPIs)
- Charting with SharePoint 2013

Who Should Attend

Anyone who needs to learn the core functionality of SharePoint 2013, and/or needs to create and maintain a SharePoint Site, including webmasters, project managers, Information workers, business analysts, product managers and marketing managers.

Schedule

- [3] days - \$1,995 Non Members
- [3] days - \$1,995 AMA Members
- [3] days - \$1,995 GSA

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