

COURSE SYLLABUS

COURSE TITLE:	No-Code SharePoint 2013-2016 Workflows with SharePoint Designer 2013
FORMAT:	Instructor-led
CERTIFICATION EXAMS:	None



This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs. Course content, prices, and availability are subject to change without notice.

ELEMENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE.

ABOUT THE COURSE

This course is designed for the Power User, Collection Administrator and Developers that want to learn the new SharePoint 2013 workflow development process using SharePoint Designer 2013, the Visual Designer and Visio 2013. SharePoint 2016 maintains the same functionality as SharePoint 2013 for workflows and continues to use SharePoint Designer 2013.

Videos

Included with the course and intended for you to take away are videos of each of the critical lessons taught in the course.

AUDIENCE

This course is intended for all business professionals including IT professional, developers, managers, project leads, project managers, and team leads, but we do not expect coding skills, just thinking skills!

AT COURSE COMPLETION

After completing this course, students will be able to:

- ▶ 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.

PREREQUISITES

Before attending this course, students must have:

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

ADDITIONAL READING

To help you prepare for this class, review the following resource:

MODULE 1: COURSE OVERVIEW

Lessons

- ▶ Introduction
- ▶ Course Materials
- ▶ Facilities
- ▶ Prerequisites
- ▶ What We'll Be Discussing

Lab 1: COURSE OVERVIEW

- ▶ None

MODULE 2: SHAREPOINT 2013 WORKFLOWS

Lessons

- ▶ What Is A Workflow?
- ▶ What Is New In SharePoint 2013 Workflows?
- ▶ The Main Building Blocks
 - Activities
 - Actions
 - Workflow Forms
 - Tasks
 - Understanding Containers
- ▶ Types Of Workflows
 - Sequential Workflow
 - State Machine Workflow
 - Flow Chart Workflow
- ▶ Workflow Associations And Subscriptions
- ▶ Workflow Visualizations
- ▶ Optional Module Topics

Lab 1: SHAREPOINT 2013 WORKFLOWS

- ▶ Exploring SharePoint 2013 Designer User Interface
- ▶ 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



NO-CODE SHAREPOINT 2013-2016 WORKFLOWS WITH SHAREPOINT DESIGNER 2013

- ▶ Adding a Content Type to a List or Library

MODULE 3: SHAREPOINT 2013 OUT-OF-THE-BOX WORKFLOWS**Lessons**

- ▶ Content Types
- ▶ Workflow Tasks Lists
- ▶ Out-Of-The-Box Workflows
 - Disposition Approval
 - Three-State
 - Approval
 - Collect Feedback
 - Collect Signatures
 - Publishing Approval
- ▶ Workflow Planning

Lab 1: SHAREPOINT 2013 OUT OF THE BOX WORKFLOWS

- ▶ Out-Of-The-Box Workflows
- ▶ Three-State Workflow
- ▶ Approval Workflow
- ▶ Collect Feedback

MODULE 4: SHAREPOINT DESIGNER 2013 WORKFLOWS**Lessons**

- ▶ Workflow Interop
- ▶ SharePoint 2013 Designer Workflow Interface
- ▶ Workflow Ribbon Commands
- ▶ Understanding the Workflow GUI
- ▶ Naming and Messages
- ▶ Workflow Parameters
- ▶ Stages, Steps and Parallel Blocks
- ▶ Reusable Workflows
- ▶ Workflow Associations and Subscriptions
- ▶ Workflow Best Practices

Lab 1: SHAREPOINT DESIGNER 2013 WORKFLOWS

- ▶ Workflow Lunch Request
- ▶ Workflow with Custom Message
- ▶ Workflow Parameters 1
- ▶ Workflow Parameters 2
- ▶ Stages, Steps, and Parallel Blocks
- ▶ Reusable Workflow
- ▶ State Machine
- ▶ List as a Data Source

MODULE 5: WORKFLOWS USING SHAREPOINT DESIGNER 2013 AND VISIO 2013**Lessons**

- ▶ Comparing Text to Visual Designer
- ▶ SharePoint Designer 2013 Visual Designer
- ▶ Errors in Workflows with Visio 2013
- ▶ Packaging Workflows

Lab 1: WORKFLOWS USING SHAREPOINT DESIGNER 2013 AND VISIO 2013

- ▶ Open a Workflow in Visual Designer
- ▶ Create a Workflow in Visual Designer



MODULE 6: CONCEPT REINFORCEMENT SCENARIOS

Lessons

- ▶ Scenario 1
- ▶ Scenario 2
- ▶ Scenario 3
- ▶ Scenario 4
- ▶ Scenario 5 (Extra Credit – No Solution)

Lab 1: SCENARIO SOLUTIONS

- ▶ Scenario Solution 1
- ▶ Scenario Solution 2
- ▶ Scenario Solution 3
- ▶ Scenario Solution 4

