

## MOS SharePoint 2013

### Objective Domain

#### 1.0 Create and Format Content

##### 1.1 Navigate the SharePoint Hierarchy

This objective may include but is not limited to: using Quick Launch, using All Site Content, using breadcrumb trails, adding content to Quick Launch, using Content and Structure for navigation

##### 1.2 Manage Lists and Libraries

This objective may include but is not limited to: creating lists or libraries, editing properties for new items, enabling email notifications on lists or libraries, providing shortcuts to a mobile site URL, managing document templates, managing list views, creating alerts on lists or libraries, using ratings, adding columns, adding content validation, managing column properties

##### 1.3 Manage List Items

This objective may include but is not limited to: creating new list items, editing content, deleting list items or documents, versioning list items, publishing assets, managing existing workflows, uploading documents, creating and managing announcements, collaborating with Microsoft Office assets (calendars, spreadsheets, web apps)

##### 1.4 Manage Document Sets

This objective may include but is not limited to: adding documents to document sets, creating document sets, activating and deactivating document sets

#### 2.0 Manage SharePoint Sites

##### 2.1 Manage Pages

This objective may include but is not limited to: creating new site pages, using templates, editing and deleting existing site pages

## **2.2 Perform Administrative Tasks on Sites and Workspaces**

This objective may include but is not limited to: creating new sites or workspaces using templates, configuring site or workspace structures, configuring the Content Organizer, displaying a list of all user alerts, modifying Look and Feel, recovering assets (lists, libraries, documents, list items), using document and meeting workspaces, viewing site web analytics, viewing detailed reports

## **2.3 Manage Web Parts on a Page**

This objective may include but is not limited to: adding Web Parts, configuring Web Parts, hiding or removing Web Parts, exporting or importing Web Parts

## **2.4 Manage Content Types**

This objective may include but is not limited to: associating content types to lists, extending the columns of content types, creating custom content types

## **2.5 Manage Users and Groups**

This objective may include but is not limited to: creating groups, managing groups, managing user access, managing group permissions

# **3.0 Participate in User Communities**

## **3.1 Configure My Site**

This objective may include but is not limited to: adding keywords, adding colleagues, selecting themes, configuring the Colleague Tracker Web Part, configuring RSS feeds, configuring My Profile

## **3.2 Collaborate through My Site**

This objective may include but is not limited to: updating profile status, sharing pictures in My Site, managing personal documents, sharing documents in My Site, browsing the organization hierarchy, adding Web Parts to My Site

## **3.3 Add Tags and Notes to Content**

This objective may include but is not limited to: adding notes to the Note Board for lists or libraries, adding tags for lists or libraries, rating items, using tag clouds, reviewing tags on My Site

## **4.0 Configure and Consume Site Search Results**

### **4.1 Perform Search Administration at the Site Level**

This objective may include but is not limited to: configuring searchable columns, configuring list searches, configuring site search visibility

### **4.2 View Search Results**

This objective may include but is not limited to: browsing search results, using Best Bet results, using the Refinement Panel, using alerts and RSS feeds with search results, previewing documents

### **4.3 Perform Advanced Searches**

This objective may include but is not limited to: using Boolean operators in searches, using wild cards in searches, using property searches, using phonetic searches, using People Search, using advanced searches