

Screencast Name	Number	Abstract	Duration	Category
Creating a SharePoint 2013 subsite	20001	This video shows how to create a new SharePoint 2013 subsite.	1:40	Site Administration
Creating a Document library	20002	This video shows how to create a documents library that is used to store documents.	1:08	Libraries and Documents
Creating a Custom list	20003	This video shows how to create a custom list. A custom list is used to create a list from scratch when no other out-of-the-box list template would work for your present need.	1:55	Lists and List Items
Creating a Tasks list	20004	This video shows how to create a tasks list that can hold team related tasks.	1:21	Lists and List Items
Working with Quick Launch menu	20005	This video shows how to configure the quick launch menu.	1:36	Lists and List Items
Creating a Contacts list	20006	This video shows how to create a contacts list which can be used to hold contact names.	1:37	Lists and List Items
Creating an Issues list	20007	This video shows how to create an issues list which can be used to manage a set of issues.	1:49	Lists and List Items
Creating a Discussion Board	20008	This video shows how to create a discussion board type of list which can be used to hold discussion threads among colleagues.	1:16	Lists and List Items
Creating a Links list	20009	This video shows how to create a links list that can hold links to internal and external data.	1:23	Lists and List Items
Creating an Announcements list	20010	This video shows how to create an announcements list to hold site based announcements.	1:15	Lists and List Items
Creating a Calendar list	20011	This video shows how to create a calendar list that can be used to store events. It can be shown in a calendar view or events list view.	1:38	Lists and List Items
Creating a list Item	20012	This video shows how to create a new list item.	1:51	Lists and List Items
Editing an item in a list	20013	This video shows how to edit an existing list item.	1:15	Lists and List Items
Deleting items from a list	20014	This video shows how to delete an existing list item sending it to the recycle bin.	1:18	Lists and List Items
Restoring items from the Recycle Bin	20015	Recycle bin holds items that have been deleted by site members. This video shows how to restore items from the recycle bin.	1:26	Site Administration
Copying content from spreadsheet into a list	20016	This video shows how you can take content from a spreadsheet and easily copy it into a list	2:00	Lists and List Items
Creating a web page	20017	This video shows how to create a web page to hold your content.	2:00	Web Pages
Editing a web page	20018	This video shows how to edit an existing web page.	1:52	Web Pages
Checking out a web page for editing	20019	This video shows how to check out a web page for editing.	1:58	Web Pages
Working with images on web pages	20020	Site members can upload and configure images on SharePoint web pages. This video shows how to work with images on a web page.	1:51	Web Pages

Working with tables on web pages	20021	Site members can create tables in SharePoint web pages. This video shows how to work with tables on a web page.	1:46	Web Pages
Linking to other site content	20022	Dynamic links can be created to link to other content on the SharePoint site. This video shows how you can make a link in a web page to link to other content on the site.	1:39	Web Pages
Restoring an older version of the web page	20023	Each SharePoint web page is versioned automatically. This video shows how to restore an older version of the page.	1:34	Web Pages
Change the layout of a web page	20024	This video shows how to change the layout of a web page.	1:04	Web Pages
Changing permissions for a web page	20025	This video shows how you can change security permissions for a web page.	1:37	Web Pages
Make a page the home page of the site	20026	This video shows how you can make a web page the default home page for the site.	1:11	Web Pages
Adding lists and libraries to web pages	20027	This video shows how you can add lists and libraries on a web page.	1:57	Web Pages
Deleting a web page	20028	This video shows how to delete a web page.	0:46	Web Pages
Recovering a deleted web page	20029	This video shows how to restore a deleted web page from the recycle bin.	1:05	Web Pages
Navigating the mobile view of a site	20030	This video shows how to navigate the mobile web pages of a SharePoint site.	1:21	Web Pages
Email a link to a web page	20031	This video shows how to send a link to a web page via email.	0:52	Web Pages
Setting up alert notifications for pages	20032	This video shows how to configure alert notifications so you get an email when information on a web page changes.	0:47	Web Pages
Open a web page in maintenance view to fix issues	20033	This video shows how open the web page in maintenance view through which you can see the internal content of the page and fix any issues by a web part	0:48	Web Pages
Upload a document to a library	20034	This video shows how to upload a document to a library.	0:40	Libraries and Documents
Upload multiple documents to a library	20035	This video shows how to upload multiple documents to a library by using the drag and drop functionality.	0:44	Libraries and Documents
Email a link for a library	20036	The easiest way to point someone to a document is to send them a link to it. This video shows how you can send a link to a document.	0:27	Libraries and Documents
Checking out a document from the library	20037	This video shows how the checking out process works.	1:12	Libraries and Documents
Checking in a document to the library	20038	This video shows how to check in an already checked out document.	0:42	Libraries and Documents
Discarding check out for a document	20039	This video shows how to discard a check out for a document.	0:31	Libraries and Documents
Creating an Issues list	20040	This video shows how to create an issues list which can be used to manage a set of issues.	1:23	Lists and List Items
Managing Site Features	20041	This video shows how a site owner can manage site Features	1:14	Site Administration

Configuring Regional Settings	20042	This video shows how a site owner can configure Regional Settings of a site	1:35	Site Administration
Connecting the Contacts list to Outlook	20043	This video shows how to connect the contacts list to appear in Outlook.	1:08	Connecting to Office Applications
Creating a list by importing a spreadsheet	20044	This video shows how to create a list based on data in a spreadsheet.	1:26	Lists and List Items
Overlaying multiple calendars	20045	This video shows the functionality to overlay multiple calendars which provides a unified view of events from different locations.	1:11	Lists and List Items
Changing the column type of a library	20046	This video shows how to change the column type of a library	1:04	Libraries and Documents
Creating an Asset library	20047	This video shows how to create an asset library that is used to store site assets such as system pictures.	1:24	Libraries and Documents
Creating a Picture library	20048	This video shows how to create a picture library that is used to store pictures uploaded by site members.	1:21	Libraries and Documents
Setting titles and descriptions of lists	20049	This video shows how to set titles and descriptions of lists.	0:47	List Settings
Enable management of content types for lists	20050	This video shows how to manage content types in a SharePoint list.	0:58	List Settings
Enable creating folders in a list	20051	This video shows how to enable creating folders in a list.	1:10	List Settings
Enabling ratings for lists	20052	This video shows how to setup a rating system so each item in a list can be rated by the user.	1:32	List Settings
Adding a column to a list	20053	This video shows how to create a new column in a list.	1:46	Lists and List Items
Deleting a column from a list	20054	This video shows how to delete an existing column from a list.	1:06	Lists and List Items
Sort and filter information in a list	20055	This video shows how to sort and filter information in a list.	1:33	Lists and List Items
Deleting a list	20056	This video shows how to delete a list and send it to the recycle bin.	1:10	List Settings
Creating a new view for a list	20057	This video shows how to create a new view for a list.	1:45	List Settings
Setting library title and description	20058	This video shows how to set title and description for a library.	0:58	Library Settings
Setting list title and description	20059	This video shows how to set title and description for a list.	0:59	List Settings
Adding a library to the Quick Launch	20060	This video shows how to add a link to a library on the quick launch menu.	1:09	Web Pages
Adding a list to the Quick Launch	20061	This video shows how to add a link to a list on the quick launch menu.	1:05	Web Pages
Enabling content types for a library	20062	This video shows how to enable management of content types in a library.	1:27	Library Settings
Set validation settings for a library	20063	A validation check can be applied against a column to check for certain rules. This video shows how to setup validation settings for a library.	1:31	Library Settings
Configuring ratings for documents in library	20064	This video shows how to setup a rating system so each item in a library can be rated by the user.	1:12	Library Settings

Adding a column to a library	20065	This video shows how to create a new column in a library.	1:21	Libraries and Documents
Creating a new view for a library	20066	A view of a library shows the library content in a certain pre-configured way. This video shows how to create a new view for a library.	1:36	Library Settings
Deleting a library	20067	This video shows how to delete a library and send it to the recycle bin.	0:55	Library Settings
Export SharePoint list data to Excel	20068	This video shows how to export list data to Excel spreadsheet.	1:18	Lists and List Items
Open SharePoint list data with Access	20069	This video shows how to open a SharePoint list in Access.	1:39	Connecting to Office Applications
Connecting a task list to Microsoft Outlook	20070	This video shows how to connect the task list to appear in Outlook.	1:37	Connecting to Office Applications
Connecting a discussion list to Microsoft Outlook	20071	This video shows how to connect the discussion list to appear in Outlook.	1:33	Connecting to Office Applications
Connecting a document library to Microsoft Outlook	20072	This video shows how to connect the document library to appear in Outlook.	1:48	Connecting to Office Applications
Connecting a calendar list to Microsoft Outlook	20073	This video shows how to connect a calendar list to appear in Outlook.	0:56	Connecting to Office Applications
Changing the look and feel of your site	20074	This video shows how to create a SharePoint theme using the browser.	1:45	Web Pages
Creating a publishing site	20075	This video shows how to create a publishing site using the browser.	0:47	Web Pages
Editing a publishing page	20076	This video shows how to edit content on a publishing page	1:55	Web Pages
Saving and checking in a publishing page	20077	This video shows how to save and check in a publishing page	0:51	Web Pages
Configuring site columns	20078	This video shows how to configure site columns.	1:47	Site Administration
Publishing a web page	20079	This video shows how once a publishing page is made live by a site owner	0:34	Web Pages
Creating a new publishing page	20080	This video shows how to create a new publishing page	0:42	Web Pages
Changing the page layout of a publishing page	20081	This video shows how to change the page layout of a publishing page.	1:51	Web Pages
Checking for unpublished items on a page	20082	This video shows how you can check to see if you have any unpublished items on your page	1:41	Web Pages
Running a spell check on your page	20083	This video shows how to run a spell check on your web page to fix spelling errors	0:45	Web Pages
Editing properties of a web page	20084	This video shows how to edit properties and metadata of a web page	1:41	Web Pages
Configuring the tree view for a site	20085	This video show how to configure tree view navigation for the site.	1:16	Site Administration
Configuring the top link bar	20086	This video shows how to configure the top link bar.	1:16	Web Pages
Deleting a site	20087	This video shows how to delete a site.	1:40	Site Administration
Adding users to a site	20088	This video shows how to add users to a site.	1:19	Site Administration
Remove users from a site	20089	This video shows how to remove users from a site.	1:23	Site Administration
Editing permissions for a user group	20090	This video shows how to edit the permission level for a user group.	1:07	Site Administration
Create a new SharePoint	20091	This video shows how to create a new user group.	1:35	Site Administration

Save a site as a template	20092	This video shows how to save a site as a template. This template can then be used to create a new site.	1:08	Site Administration
Create a new site using a site template	20093	This video shows how to use a site template to create a new site.	1:24	Site Administration
Change a site logo	20094	This video shows how to change a site's logo.	0:58	Site Administration
Move a document from one library to another	20095	This video shows how to move a document from one library to another on the site.	1:00	Libraries and Documents
Creating a Promoted Links list	20096	This video shows how to create a promoted links list to display featured links on a site.	1:45	Lists and List Items
Setting up the versioning settings in a library	20097	This video shows how to setup versioning for documents in a library.	1:22	Libraries and Documents
Creating a new version of a document	20098	This video shows how to create a new version of a document in a library.	1:21	Libraries and Documents
Viewing all site content	20099	This video shows how to view all of the content for a site.	0:45	Site Administration
Using site search	20100	This video shows how to use Search to search for information.	1:23	Web Pages
Sharing documents through	20101	This video shows how to use a MySite.	1:28	Web Pages
Following content and people to track updates	20102	This video shows how to Follow an object to keep track of updates.	1:01	Web Pages
Using the newsfeed of the	20103	This video shows how to use the newsfeed on a site	1:30	Web Pages
Creating a blog site	20104	This video shows how to create a SharePoint blog site	0:53	Web Pages
Posting to a blog using the browser	20105	This video shows how to post a blog entry using the browser	1:00	Web Pages