Exam 77-419: Microsoft SharePoint 2013 – Skills Measured

Audience Profile

Candidates for the Microsoft SharePoint 2013 exam should have a sound understanding of the SharePoint environment and the ability to perform all site-level tasks. They should know and demonstrate the correct application of the principle site, library, and list features of SharePoint 2013. Candidates should be able to optimize and customize SharePoint sites to provide structure, solve problems, facilitate collaboration, and enhance productivity. Examples of application include managing list permissions, adding content to Quick Launch, creating team sites, and modifying library views. Candidate roles might include technical support staff, project managers, team leads, department heads, and others.

Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Create and format content (25–30%)

Navigate the SharePoint hierarchy

- use Quick Launch, use All Site Content, use breadcrumb trails, add content to Quick Launch, use Content and Structure for navigation

Manage lists and libraries

- create lists or libraries, edit properties for new items, enable email notifications on lists or libraries, provide shortcuts to a mobile site URL, manage document templates, manage list views, create alerts on lists or libraries, use ratings, add columns, add content validation, manage column properties

Manage list items

- create new list items, edit content, delete list items or documents, version list items, publish assets, manage existing workflows, upload documents, create and manage

announcements, collaborate with Microsoft Office assets (calendars, spreadsheets, web apps)

Manage document sets

- add documents to document sets, create document sets, activate and deactivate document sets

Manage SharePoint sites (30–35%)

Manage pages

- create new site pages, use templates, edit and delete existing site pages

Perform administrative tasks on sites and workspaces

- create new sites or workspaces using templates, configure site or workspace structures, configure the Content Organizer, display a list of all user alerts, modify Look and Feel, recover assets (lists, libraries, documents, list items), use document and meeting workspaces, view site web analytics, view detailed reports

Manage Web Parts on a page

- add Web Parts, configure Web Parts, hide or remove Web Parts, export or import Web Parts

Manage content types

- associate content types to lists, extend the columns of content types, create custom content types

Manage users and groups

- create groups, manage groups, manage user access, manage group permissions

Participate in user communities (15–20%)

Configure My Site

- add keywords, add colleagues, select themes, configure the Colleague Tracker Web Part, configure RSS feeds, configure My Profile

Collaborate through My Site

- update profile status, share pictures in My Site, manage personal documents, share documents in My Site, browse the organization hierarchy, add Web Parts to My Site

Add tags and notes to content

- add notes to the Note Board for lists or libraries, add tags for lists or libraries, rate items, use tag clouds, review tags on My Site

Configure and consume site search results (15–20%)

Perform search administration at the site level

- configure searchable columns, configure list searches, configure site search visibility

View search results

- browse search results, use Best Bet results, use the Refinement Panel, use alerts and RSS feeds with search results, preview documents

Perform advanced searches

- use Boolean operators in searches, use wild cards in searches, use property searches, use phonetic searches, use People Search, use advanced searches