

55033AC

SharePoint 2013 Site Collection and Site Administration

5 DAYS

SATV : YES

Course Description

This five-day instructor-led course is intended for power users, who are tasked with working within the SharePoint 2013 environment. This course will provide a deeper, narrowly-focused training on the important and popular skills needed to be an administrator for SharePoint site collections and sites. SharePoint deployment or farm administration skills and tasks, which are required for IT professionals to manage SharePoint 2013, are available in separate Microsoft Official Courseware.

Course Outline

Module 1: Getting Started with SharePoint 2013

- Exploring SharePoint 2013 Site Collection and Site Administrator Roles
- Defining SharePoint Terminology
- Navigating a SharePoint Site
- Interacting with the Ribbon
- Creating and Editing Basic Content

Module 2: Planning a Company Portal Using SharePoint 2013

- Defining SharePoint Governance
- Working with Information Architecture
- Implementing Site Hierarchies

Module 3: Creating a Company Portal

- Creating a Site Structure
- Defining SharePoint Apps
- Customizing Lists and Libraries
- Explaining Views on Lists and Libraries
- Creating Views on Lists and Libraries
- Modifying Navigation

Module 4: Creating Consistency across Sites

- Defining Site Columns
- Defining Content Types
- Implementing a Taxonomy
- Configuring the Content Organizer
- Using Templates to Promote Consistency

Module 5: Securing a Company Portal

- Explaining Permissions and Security in SharePoint
- Creating SharePoint Groups
- Managing Permissions within SharePoint
- Sharing versus Traditional Security

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Module 6: Customizing the Look of a Portal

- Changing the Appearance of the Portal
- Editing a Page
- Working with Web Parts and App Parts
- Targeting Audiences with Content

Module 7: Extending a Company Portal

- Creating External Content Types
- Setting up an eDiscovery Center
- Exploring other Records Management Options

Module 8: Leveraging Web Content Management

- Enabling Web Content Management
- Managing the Structure of Web Content
- Navigating a Site Using Managed Metadata
- Configuring a Published Approval Workflow

Module 9: Bridging the Social Gap

- Configuring Social Features in SharePoint 2013
- Creating a Community Site

Module 10: Finding Information Using Search

- Exploring the Search Features of SharePoint 2013
- Configuring the Search Settings

Module 11: Controlling and Planning for Growth

- Reviewing Governance for Site Administration
- Discussing the Execution of Governance

Module 12: Administering a Company Portal Built on SharePoint 2013

- Exploring Settings for Site Collection Administrators
- Exploring Settings for Site Administrators