

55035BC	Microsoft SharePoint Server 2013 for the Site Owner/Power User	2 DAYS	SATV : YES
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Course Description

This two day class is designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators. Students should take this course if they need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint 2013 sites.

Course Outline

Module 1: The Role of the Site Owner

- What is SharePoint?
- Team Collaboration
- Document Management
- Social Features
- SharePoint Administrative Roles
- Site Owner
- Site Collection Administrator
- Server Administrator
- SharePoint Administration Options by Role

Module 2: Users, Groups and Permissions

- SharePoint Security Best Practices
- Users and Groups
- Adding Users and Groups
- Adding Site Collection Administrators
- Permissions and Permission Levels
- Creating Custom Permission Levels
- Configuring List and Library Permissions

Module 3: Site and Site Collection Features

- What is a Feature?
- Activating and Deactivating Features
- Commonly Used Features

Module 4: Managing Sites and Pages

- Creating Subsites
- Site Templates
- Configuring the Look and Feel of a Site
- Configuring Navigation Options
- Adding and Managing Pages
- Working with Web Part Pages
- Frequently Used Web Parts

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Module 5: Working with Lists and Libraries

- SharePoint Lists and List Features
- Document Libraries
- Libraries vs. Lists with Attachments
- Adding Columns to Lists and Libraries
- Column and Item Validation
- Creating List and Library Views
- Working with Office Web Apps
- Organizing Content Using Folders and Metadata
- Picture, Asset and Other Libraries
- Configuring RSS Feeds
- Configuring Incoming Email

Module 6: SharePoint Workflows

- SharePoint Workflows
- Out of the Box Workflow Demo

Module 7: Monitoring SharePoint Activity

- Storage Reports
- Usage Reports
- Search Reports

Module 8: Advanced Document Management (Optional)

- Information Management Policy Settings
- Auditing List and Document Activity
- Working with Site Columns and Content Types
- Built-in Content Types
- Using Document Sets
- Using the Content Organizer

Module 9: SharePoint Apps (Optional)

- What is an App?
- Working with Built-in Apps
- The SharePoint App Store
- The Corporate App Store

Module 10: Additional Topics for Site Owners (Optional)

- Audiences
- Managing User Alerts
- List and Library Communications Options