



55035: Microsoft® SharePoint® Server 2013 for the Site Owner/Power User

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course teaches participants how to manage the team collaboration, document management and social features of Microsoft SharePoint 2013.

NOTE: This course is an excellent prerequisite for IT Professionals who work as SharePoint Server Administrators and would like to attend the 20331: Core Solutions of Microsoft SharePoint Server 2013 course.

Target Audience

This course is intended for:

- SharePoint Site Owners
- SharePoint Site Collection Administrators
- SharePoint Administrators and Developers

Prerequisites

To attend this course, candidates must have **EITHER:**

- Strong SharePoint 2010 or 2013 end-user skills,
- Attended 55029: *Introduction to SharePoint 2013 for Collaboration and Document Management* course.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Manage sites and site collections.
- Add users and groups and manage the site, list, folder, and item security.
- Add and configure web parts.
- Configure site options including theme, title, description, and icon.
- Configure site navigation.
- View site activity reports.
- Customize lists and libraries.
- Work with site columns and site content types.
- Configure check out/in, content approval and versioning.
- Create and modify pages and web part pages.



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Course Topics

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
- Working with Audiences and Content Filtering
- Managing User Alerts

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
- Site Lifecycle and Site Deletion
- Configuring the Look and Feel of a Site
- Configuring Navigation Options
- Language Settings
- Adding and Managing Pages
- Working with Web Part Pages
- Frequently Used Web Parts

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
- Enterprise Metadata and Keywords Settings
- Creating List and Library Views
- Working with Office Web Apps
- Organizing Content Using Folders and Metadata
- Picture, Asset and Other Libraries
- Working with the Recycle Bin
- Configuring RSS Feeds
- Configuring Incoming Email
- About Tags and Notes and Ratings



Course Topics *Continued*

Module 6: Document Management

- Information Management Policy Settings
- Auditing List and Document Activity
- Working with Site Columns and Content Types
- Built-in Content Types
- Managing Business Content Using Content Types
- Using Document Sets
- Using the Content Organizer
- An Overview of Records Management

Module 7: SharePoint Workflows

- SharePoint Workflows
- Out of the Box Workflow Demo

Module 8: Monitoring SharePoint Activity

- Usage Reports
- Search Reports

Module 9: SharePoint Apps (Optional)

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

Module 10: The SharePoint Community Site (Optional)

- Building Online Communities Using SharePoint
- Discussion and Moderation
- Rating Discussions and Earning Points

LABS INCLUDED

