55033: SharePoint® 2013 Site Collections and Site Administration

Duration: 5 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

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. This course is also designed to complement skills such as SharePoint deployment or farm administration skills and tasks, which are required for IT professionals to manage SharePoint 2013, taught in other Microsoft Official Courseware.

Target Audience

This course is intended for:

- SharePoint site collection administrators, site administrators and power users who are tasked with working within the SharePoint environment.

Prerequisites

To attend this course, candidates must have some familiarity with SharePoint as well as access to:

- Windows® Client Operating System
- Microsoft® Office 2010/2013
- Microsoft Internet Explorer or similar web browser.

Course Objectives

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

- Design and implement a company portal structure using SharePoint 2013 objects including sites, libraries, lists and pages.
- Explain the role of security and permissions throughout SharePoint 2013.
- Implement guidelines for consistency in building a company portal to aid in the day-to-day administration of content in SharePoint 2013.
- Enhance the design of and content on a company portal using SharePoint 2013 themes and web parts.

Course Objectives *Continued*

- Explain the importance of governance for the planning and managing future growth of the SharePoint 2013 implementation.
- Identify options to integrate data from other systems as well as preserve existing data.
- Explain the role of social networking in SharePoint 2013 and its impact on collaboration.

Course Topics

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

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 Centre
- 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

Course Topics *Continued*

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

LABS INCLUDED