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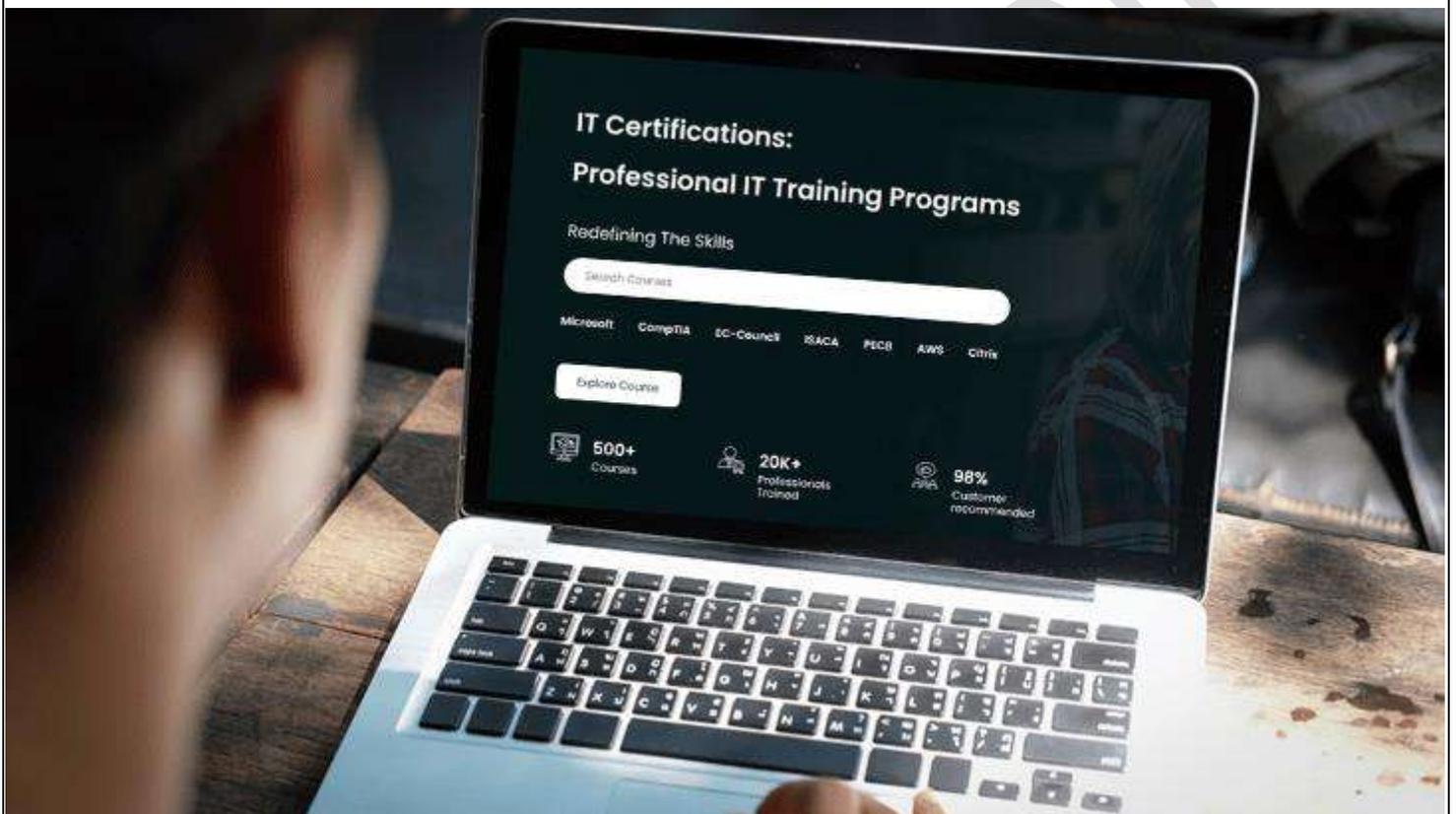
55035: MICROSOFT SHAREPOINT SERVER 2013 FOR THE SITE OWNER/POWER USER TRAINING

Duration: 2 Days

Course Description

Information workers or advanced users who act as Site Collection Administrators or Owners for SharePoint are the target audience for this two-day course.

This course is recommended for students who need to learn how to administer the social, document, and team collaboration aspects of Microsoft SharePoint 2013 sites.

For IT professionals who serve as SharePoint Server Administrators and are enrolled in 20331: Core Solutions of Microsoft SharePoint Server 2013, this course is a great prerequisite.

This course can be delivered through Office 365, virtual computers, or Site Collections on a local server.

Training Exclusives

- Live instructor-led interactive sessions with Microsoft Certified Trainers (MCT).
- Access to Microsoft Official Courseware (MOC).
- Real-time Virtual Lab Environment.
- Experience 24*7 Learner Support.
- Self-paced learning and flexible schedules.

Who should attend this course?

This course is intended for

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

What you will learn

- Control websites and website collections.
- Add and set up web components
- Set up the theme, title, description, and icon for the website.
- Set up the site navigation and view activity reports on the site
- Customize libraries and lists.
- Configure Versioning, Check out/In, and Content Approval
- Making changes to pages and web component pages
- Manage the security of the site, list, folder, and items, and add users and groups.

Prerequisites

Possess solid end-user skills for SharePoint 2010 or 2013, or you've taken an equivalent course like "Introduction to SharePoint 2013 for Collaboration and Document Management."

Curriculum

Module 1: The Role of the Site Owner

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology, and gets a start in navigation.

Lessons

What is SharePoint?

- Team Collaboration
- Document Management
- Social Features

SharePoint Administrative Roles

- Site Owner
- Site Collection Administrator
- Server Administrator

SharePoint Administration Options by Role

After completing this module, students will be able to:

- Identify who can do what in SharePoint administration.
- Navigate to the site collection, site, page, and list administration pages.

Module 2: Users, Groups, and Permissions

This module covers the management of SharePoint users and user security.

Lessons

- 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

Lab 1: Users, Groups, and Permissions

- Add new users to a site
- Create a permission level for Add, Edit, but not Delete
- Create a new group for the site
- Create a new group for granular permissions
- Create a subsite with unique permissions
- Set unique permissions on a library and a folder

After completing this module, students will be able to:

- Manage SharePoint security using best practices.
- Add new users and groups.
- Create custom permission levels.

Module 3: Site and Site Collection Features

This module covers the use of SharePoint Features to add and remove functionality.

Lessons

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

Lab 1: Site and Site Collection Features

- Add a Site Notebook to a Team Site

After completing this module, students will be able to:

- Define the purpose of features.
- Activate and deactivate features.

Module 4: Managing Sites and Pages

This module covers the creation and management of SharePoint sites and pages.

Lessons

- 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

Lab 1: Managing Sites and Pages

- Create a Project Site.
- Create a page about an event.
- Create a web part page and work with web parts.

After completing this module, students will be able to:

- Create subsites from templates.
- Configure site navigation options.
- Create and edit pages.
- Create web part pages and manage web parts.

Module 5: Working with Lists and Libraries

This module covers the use of SharePoint lists and libraries.

- **Lessons**
- 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

Lab 1: Working with Lists and Libraries

- Customizing lists and libraries
- Open, edit and manage documents in Microsoft Office applications and Office Web Apps.
- Delete documents and recover them from the Recycle Bins.
- Configure and work with document versioning.
- Create metadata-grouped views.
- Create a custom Calendar view on a library.

After completing this module, students will be able to:

- Create and customize lists and libraries.
- Open and edit documents in Microsoft Office and with Office Web Apps.
- Manage checked-out documents.
- Recover items from the Recycle Bin.
- Work with document versioning.
- Create views including metadata-grouped views and calendar views.

Module 6: SharePoint Workflows

This module provides an overview of the SharePoint 2013 workflow features Workflows.

Lessons

- SharePoint Workflows
- Out-of-the-Box Workflow Demo

Lab 1: SharePoint Workflows

- Configuring an Approval Workflow

After completing this module, students will be able to:

- Identify the differences between Out of the Box, SharePoint Designer, and Visual Studio workflows.
- Configure and use the box Approval workflow.

Module 7: Monitoring SharePoint Activity

This module covers the use of SharePoint activity reports.

Lessons

- Storage Reports
- Usage Reports
- Search Reports

Lab 1: Monitoring SharePoint Activity

- Configuring an Approval Workflow

After completing this module, students will be able to:

- Use the Site and Site Collection reports.

Module 8: Advanced Document Management (Optional)

This module explores the document management features of libraries.

Lessons

- 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

Lab 1: Advanced Document Management

- Create a Content Type for Purchase Orders
- Add Content Types to a library
- Configure Document Sets

- Editing and managing documents in a library

After completing this module, students will be able to:

- Create retention and auditing policies for a list or content type
- Create and use Site Columns, Content Types, and Document Sets.
- Use the Versioning, Check Out/In, and Content Approval features.

Module 9: SharePoint Apps (Optional)

This module provides explores SharePoint 2013 Apps.

Lessons

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

After completing this module, students will be able to:

- Identify the different kinds of SharePoint Apps.
- Browse the App stores and add an App

Module 10: Social Features and the SharePoint Community Site (Optional)

This module covers the use of the SharePoint 2013 Community Site.

Lessons

- Social Features
- Rating Stars
- Tags and Notes
- Micro-blogging
- Blogs
- Building online communities using SharePoint
- Discussion and Moderation
- Rating discussions and earning points

Lab 1: Social Features and the SharePoint Community Site

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor-led collaboration experience.

After completing this module, students will be able to:

- Interact with other SharePoint users in discussion forums.
- Rate posts and earn reputation points.

Module 11: Additional Topics for Site Owners (Optional)

This module covers several additional topics of interest to Site Owners.

Lessons

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

Lab 1: Additional Topics for Site Owners

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor-led collaboration experience.

After completing this module, students will be able to:

- Filter content using Audiences.
- Manage user alerts.
- Configure list and library communication option

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