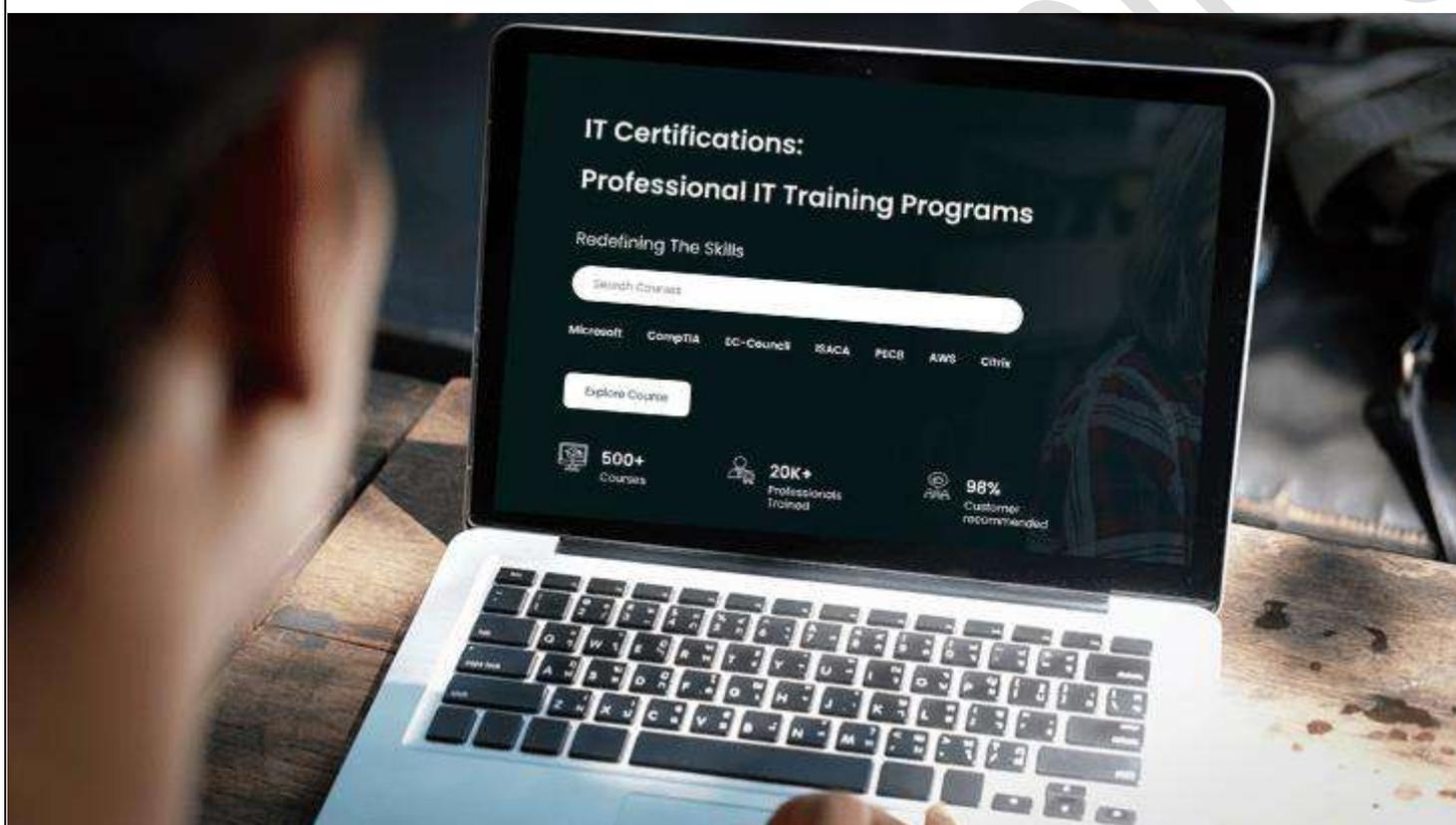




Redefining The Skills



55198: MICROSOFT SHAREPOINT SERVER CONTENT MANAGEMENT FOR SHAREPOINT 2013 AND 2016 TRAINING

Duration: 2 Days

Course Description

The two-day class led by instructors at Microtek Learning is intended for SharePoint site and Content Owners.

This course prepares the student to configure and use the Library content management functions of SharePoint.

This training is designed based on the objectives of the course variant 55198A.

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?

The course has been created for End users of SharePoint, Power users and Site Owners of SharePoint, Administrators and Developers of SharePoint, and Governance Team members of SharePoint.

What you will learn

- Planning, organizing, and managing SharePoint content.
- Creating and managing metadata.
- Creating, distributing, and using Content Types and Site Columns.
- Configuring and using Retention and Auditing.
- Configuring and using library features of SharePoint such as content approval and validation, and versioning
- Configuring and using Folders, Document Sets, View, and the Content Organizer features of the library organization.
- Choosing and configuring automation functions including alerts and workflows.
- Planning, configuring, and using Record Management features of SharePoint.
- Improving the library's search experience for end-users.

Prerequisites

- Attended a SharePoint Site Owners class or have strong SharePoint Site Owner / Site Collection Administrator experience.
- Knowledge of their business requirements for content, records and governance.

Curriculum

Module 1: SharePoint Content Management

This module supplies an overview of SharePoint content management features and a review of SharePoint security.

Lessons

- SharePoint's Content Management Features
- SharePoint Security
- Sharing SharePoint Content
- SharePoint Sync

Lab 1: SharePoint Security and Sync Configuration

- Securing a Library
- Working with Users and Groups
- Managing Share and Sync

After completing this module, students will be able to:

- Describe the SharePoint Content Management Features.
- Configure List and Library Security.
- Understand the risks of "Share" and "Sync".

Module 2: Library Configuration

This module explains how to create and configure SharePoint libraries. Here, we will review and expand on topics covered in typical Site Owner training.

Lessons

- Versioning
- Content Approval
- Check Out/In
- Ratings and Likes
- Column and Item Validation Settings
- RSS and Incoming Email

Lab 1: Library Configuration

- Create and Configure a "Products" Library
- Exploring Library Features
- Uploading Content

After completing this module, students will be able to:

- Create and configure libraries.

Module 3: Metadata and Taxonomy

In this module, we will explore the concepts of metadata and a formal taxonomy. We will explore Managed Metadata Services from the farm level and the site level.

Lessons

- Definitions!
- Who Creates and Manages Your Taxonomy?
- Using Metadata
- The Managed Metadata Service
- Enterprise Metadata and Keywords Settings

Lab 1: Metadata and Taxonomy

- Migrating Settings by using Windows Easy Transfer
- Configuring a Reference Image of Windows 7
- Configuring a Reference Image

After completing this module, students will be able to:

- Describe SharePoint Metadata and Taxonomy features.
- Create and Consume Managed Metadata Term Sets

Module 4: Site Columns and Content Types

This module explains how to formalize, standardize and automate the collection of metadata by using Site Columns and Content Types.

Lessons

- Working with Site Columns and Content Types
- Site Columns
- Content Types
- The Content-Type Hub

Lab 1: Site Columns and Content Types

- Creating and using Site Columns
- Creating and using Content Types
- Working with the Content Type Hub

After completing this module, students will be able to:

- Define, and know when to use, Site Columns and Content Types.
- Manage content using Site Columns and Content Types.
- Centrally manage Content Types using a Content Type Hub.

Module 5: Auditing and Retention Policies

This module explores the Information Management Policies features, including activity auditing and document retention policies.

Lessons

- Information Management Policy Settings
- Creating a Site Collection Policy template
- Configuring Document Retention
- Configuring Document Auditing
- Creating Policies for a List or Library
- List and Document Activity Reports

Lab 1: Auditing and Retention Policies

- Configuring Information Management Policy Settings for a Library
- Configuring Information Management Policy Settings for a Content-Type
- Using List and Document Activity Reports

After completing this module, students will be able to:

- Describe SharePoint's features for auditing and retention policies.
- Configure Information Management Policy Settings for a Library or Content Type.
- Use List and Document Activity Reports.

Module 6: Organizing Content

This module explains how to organize and manage large libraries.

Lessons

- Folders

- Views
- Document Sets
- The Content Organizer

Lab 1: Organizing Content

- Working with Folders and Views
- Creating a Custom Document Set
- Configuring the Content Organizer to move documents

After completing this module, students will be able to:

- Know when to use folders vs. views.
- Create custom Document Sets.
- Work with the Content Organizer to automatically move documents.

Module 7: Library Automation

This module explains how to use SharePoint's automation tools to manage documents. These include Alerts, Retention Policies, and Workflow. This module will provide an overview of workflow creation using SharePoint Designer.

Lessons

- SharePoint's Automation Tools: Alerts, Policies, Workflows, and Flow
- The Out-of-the-Box Workflows
- SharePoint Designer Workflows

Lab 1: Library Automation

- Using the Out of the Box Approval Workflow
- Creating a SharePoint Designer Workflow

After completing this module, students will be able to:

- Describe the SharePoint Automation features.
- Configure the box features and workflows.
- Get started with SharePoint Designer workflows.

Module 8: Records Management

This module explores records and SharePoint's record management features. Both the Records Center and In Place Records Management are covered.

Lessons

- Records
- In-Place Records Management
- The Records Center

Lab 1: Records Management

- Configuring In-Place Records Management.
- Creating a Records Center site.
- Managing Records.

After completing this module, students will be able to:

- Identify and plan for records.
- Enable and use In-Place Records Management.
- Create and configure a Records Center site.

Module 9: Search Optimization for Libraries

This module explains how to configure a better search experience for your library users by modifying the search schema to take advantage of your metadata. (For complete coverage of Search Administration see course: "55122AC Microsoft SharePoint 2013 Search Administration".)

Lessons

- Tips for Searching Library Content
- From Site Column to Managed Property
- The Search Schema
- Improving the Search Experience

Lab 1: Search Optimization for Libraries

- Searching Libraries
- Creating a Search Managed Property
- Improving Title and Author Searches

After completing this module, students will be able to:

- Describe the relationship between Site Columns and Search Managed Properties.
- Create new Managed Properties from Site Columns.
- Improve user search results by "tweaking" the search schema.

For any query Contact Us – Microtek Learning
