

2 Days

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

Microsoft SharePoint Server 2013 for the Site Owner/Power User is a two-day training course that delivers the requisite knowledge to manage the team collaboration, document management and social features of Microsoft SharePoint 2013. This course has been designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators.

It acts as a prerequisite for IT Professionals who work as SharePoint Server Administrators planning to/already attending 20331: Core Solutions of Microsoft SharePoint Server 2013.

Course Details

Course Outline

Module 1: The Role of the Site Owner

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

Lessons

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

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
- Configuring List and Library Permissions
- Adding Users and Groups
- Managing User Alerts
- Adding Site Collection Administrators
- Creating Custom Permission Levels
- Permissions and Permission Levels
- Working with Audiences and Content Filtering

Module 3: Site and Site Collection Features

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

Lessons

- What is a Feature?
- SharePoint Features Activation and Deactivation

Module 4: Managing Sites and Pages

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

Lessons

- 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

This module describes the use of SharePoint lists and libraries.

Lessons

- Document Libraries
- Configuring Incoming Email
- Libraries vs. Lists with Attachments
- Enterprise Metadata and Keywords Settings
- Working with the Recycle Bin
- Creating List and Library Views

- SharePoint Lists and List Features
- Working with Office Web Apps
- Adding Columns to Lists and Libraries
- Column and Item Validation
- Organizing Content Using Folders and Metadata
- Picture, Asset and Other Libraries
- About Tags and Notes and Ratings
- Configuring RSS Feeds

Module 6: Document Management

This module describes 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
- Managing Business Content Using Content Types
- Using Document Sets
- Using the Content Organizer
- An Overview of Records Management

Module 7: SharePoint Workflows

This module describes the SharePoint 2013 workflow features.

Lessons

- Demonstration of Out of the Box Workflow
- SharePoint Workflows

Module 8: Monitoring SharePoint Activity

This module describes the use of SharePoint activity reports.

Lessons

- Usage Reports
- Search Reports

Module 9: SharePoint Apps (Optional)

This module describes the SharePoint 2013 Apps.

Lessons

- What is an App?

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

Module 10: The SharePoint Community Site (Optional)

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

Lessons

- Building online communities using SharePoint
- Discussion and Moderation
- Rating discussions and earning points

Who Should Attend

This MS 55035 SharePoint Server 2013 course is intended for:

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

Pre Requisite

Before attending this course, candidates must have:

- Strong SharePoint 2010 or 2013 end user skills or have attended “Introduction to SharePoint 2013 for Collaboration and Document Management” or similar.

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