2 Days | 55198A: Microsoft Sharepoint Server Content Management For Sharepoint 2013 And 2016

Microsoft SharePoint Server Content Management for SharePoint 2013 and 2016 is a two-day instructor-led training that is intended for SharePoint Site Owners and Content Owners. This course teaches individuals how to configure and use SharePoint's library content management features.

After completing this course, participants will be able to:

- Plan, organize and manage SharePoint content.

- Configure and use SharePoint library features such as versioning, content approval, and validation.

- Create and manage metadata.

- Create, distribute and use Site Columns and Content Types.

- Configure and use Auditing and Retention.

- Configure and use library organization features such as Folders, View, Document Sets and the Content Organizer.

- Choose and configure automation features such as workflows and alerts.

- Plan for, configure and use SharePoint's Record Management features.

- Improve the end-user search experience for libraries.

Course Details

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Course Outline

Module 1: SharePoint Content Management

This module gives 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

Module 2: Library Configuration

This module describes 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

Module 3: Metadata and Taxonomy

This module describes 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

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

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

Module 6: Organizing Content

This module explains how to organize and manage large libraries.

Lessons

- Folders

- Views

- Document Sets

- The Content Organizer

Module 7: Library Automation

This module explains how to use SharePoint's automation tools to manage documents. These include Alerts, Retention Policies, and Workflows. 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

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

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

Who Should Attend

- SharePoint end users

- SharePoint Site Owners and Power

- SharePoint administrators and developers

- SharePoint Governance Team members

Pre Requisite

- 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.

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