

5 Days

55033: SharePoint 2013 Site Collection and Site Administration

SharePoint Site Collection & Site Administration training is a five-day course, targeted to power users, and site collection administrators who work extensively within the SharePoint 2013 environment. This course focuses on the building the essential skills needed to qualify the credentials of an administrator for SharePoint site collections and sites.

After completing the course candidates will be able to design and implement a company portal structure, make governance plans, integrate data from other systems, and manage permissions using SharePoint 2013.

Course Details

Course Outline

Module 1: Getting Started with SharePoint 2013

This module describes SharePoint 2013 concepts to site collection and site administrators.

Lessons

- Defining SharePoint Terminology
- Creating and Editing Basic Content
- Interacting with the Ribbon
- Exploring SharePoint 2013 Site Collection and Site Administrator Roles
- Navigating a SharePoint Site

Module 2: Planning a Company Portal Using SharePoint 2013

This module describes the concept of governance and highlights best practices. Governance in SharePoint plays a critical role in determining the potential success of a SharePoint deployment.

Lessons

- Working with Information Architecture
- Defining SharePoint Governance
- Implementing Site Hierarchies

Module 3: Creating a Company Portal

This module explains how to execute and build the site structure. The site structure includes the components for storing and presenting information namely sites, lists and libraries and apps, which are new to SharePoint 2013.

Lessons

- Defining SharePoint Apps
- Creating Views on Lists and Libraries
- Creating a Site Structure
- Customizing Lists and Libraries
- Modifying Navigation
- Explaining Views on Lists and Libraries

Module 4: Creating Consistency across Sites

This module describes how to set up a SharePoint site collection, that will involve repeating a certain number of tasks. Site collection administrators can reduce the effort of duplication by creating reusable objects in a central location by using the tools provided.

Lessons

- Content Organizer Configuration
- Define Site Columns Content Types
- Implementing a Taxonomy

Module 5: Securing a Company Portal

This module describes how permissions work within a site collection, and how the tools within SharePoint 2013 are used to manage and maintain them.

Lessons

- 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

This module describes how to design a company portal using out-of-the-box web parts and themes in SharePoint 2013.

Lessons

- Change the Portal Appearance
- Page Editing
- Working with Web Parts and App Parts

Module 7: Extending a Company Portal

This module describes how companies can extend their SharePoint 2013 environment to include data from other line of business applications using SharePoint Designer 2013.

Lessons

- Creating External Content Types

- Setting up an eDiscovery Center
- Exploring other Records Management Options

Module 8: Leveraging Web Content Management

This module describes the process for using the publishing features of SharePoint 2013 to create rich content pages.

Lessons

- Configure a Published Approval Workflow
- Manage the Structure of Web Content
- Enable Web Content Management
- Navigate a Site Using Managed Metadata

Module 9: Bridging the Social Gap

This module describes the expansion of social computing features. Many organizations have challenges when working with internal talent management, also known as knowledge management.

Lessons

- Configuring Social Features in SharePoint 2013
- Creating a Community Site

Module 10: Finding Information Using Search

This module explains how to leverage search within SharePoint 2013 to help users more quickly find the information they need.

Lessons

- Exploring the Search Features of SharePoint 2013
- Configuring the Search Settings

Module 11: Controlling and Planning for Growth

This module explains how governance defines policies, procedures and guidelines for how SharePoint will be managed and outlines the roles, responsibilities and actions required to administer and support the SharePoint environment.

Lessons

- Discussion of Execution of Governance
- Review Governance for Site Administration

Module 12: Administering a Company Portal Built on SharePoint 2013

This module describes other tools and settings in SharePoint 2013. Site collection administrators or site administrators work as part of their day-to-day activities.

Lessons

- Exploring Settings for Site Administrators and Collection Administrators

Who Should Attend

This Microsoft Course 55033 is intended for:

- SharePoint site collection administrators
- Site administrators
- Power users who work within the SharePoint environment.

Pre Requisite

Before attending this course, candidates must have:

- Microsoft Internet Explorer 7, 8 or 9
- Windows client operating system – either Windows XP, Windows 7 or Windows 8
- Microsoft Office 2007, Office 2010 or Office 2013

It is recommended to candidates to have familiarity with previous versions of SharePoint, though it is not a required prerequisite.

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