

Days: 2

Prerequisites: To ensure your success in your course you should be have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2007, 2010, or 2013 suite components, plus basic competence with Internet browsing.

Audience: This course is ideal for SharePoint Administrators and Developers.

Description: Microsoft SharePoint 2013 is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured.

In this course, you will learn how to create, configure, and manage a SharePoint Team Site so that your team or organization can share information and collaborate effectively. SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Site collection administrators determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

OUTLINE:

DAY 1

MODULE 1: CREATING A NEW SITE

- Create a Site
- Change the Look and Feel of Your SharePoint Site

MODULE 2: ADDING AND CONFIGURING LIBRARIES

- Configure Document Library for Your SharePoint Team Site
- Configure the Site Assets Library for Your SharePoint Site
- Add and Configure a Wiki for Your SharePoint Site

MODULE 3: ADDING AND CONFIGURING LISTS

- Add an Announcement List
- Add and Configure a Task List
- Add and Configure Contact and Calendar Lists
- Add and Configure a Blog Subsite
- Add and Configure a Custom List to your SharePoint Site
- Customize List Forms

MODULE 4: CONFIGURING SITE SETTINGS, NAVIGATION, AND SEARCH

- Configure Site Search Options
- Configure Site Administration Settings
- Configure Site Organization and Navigation

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MODULE 5: ASSIGNING PERMISSIONS AND ACCESS RIGHTS

- Sharing Sites and Setting Site Permissions
- Secure Lists, Libraries, and Documents

MODULE 6: CONFIGURE CONTENT ROLL-UP, SUMMARY LINKS, AND SITE MAP

- Add and Configure the Relevant Documents Web Part
- Add and Configure the Content Search Web Part

MODULE 7: CREATING A NEW SITE

- Create a Site
- Change the Look and Feel of Your SharePoint Site

MODULE 8: CREATING AND CONFIGURING A SITE COLLECTION

- Create a Site Collection
- Set Quotas
- Configure Audit Options
- Back Up Your Site Collection

MODULE 9: CONFIGURING THE TOP-LEVEL SITE

- Add a Cloud Tag Webpart
- Add an RSS Feed to Your Site
- Enable Email Connectivity for a Library
- Create and Configure Document Sets Configuring Site Collection Metadata
- Create a New Content Type
- Add Columns to Content Types
- Add a Custom Content Type to a List

MODULE 10: MANAGING ARCHIVING AND COMPLIANCE

- Configure Site Policies
- Configure In-Place Records Management
- Configure Information Management Policies
- Configure Content Organizer Rules

MODULE 11: CREATING AND TESTING A WORKFLOW

- Plan a Workflow
- Create and Publish a Workflow
- Test Your Workflow

MODULE 12: CONFIGURING SEARCH

- Configure Search Options
- Search for Content and Set Alerts
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