凱風電腦有限公司 |Gallant Computer Company Ltd.
Hotline: 2833 3816
Fax: 2851 6452
Email: info@gallantcomputer.com
Website: www.gallantcomputer.com

(55035B) –Microsoft SharePoint Server 2013 for the Site Owner/Power User

OBJECTIVE

This two day class is designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators. Students should take this course if they need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint 2013. This class is an excellent prerequisite for IT Professionals who work as SharePoint Server Administrators attending 20331: Core Solutions of Microsoft SharePoint Server 2013.   This class can be delivered using Site Collections on an in-house server, virtual machines or Office 365.

COURSE TOPICS

Module 1: The Role of the Site Owner

- What is SharePoint?

- SharePoint Administrative Roles

- SharePoint Administration Options by Role

Module 2: Users, Groups and Permissions

- SharePoint Security Best Practices

- Users and Groups

- Adding Users and Groups

- Adding Site Collection Administrators

- Permissions and Permission Levels

- Creating Custom Permission Levels

- Configuring List and Library Permissions

- Working with Audiences and Content Filtering

- Managing User Alerts

Module 3: Site and Site Collection Features

- What is a Feature?

- Activating and Deactivating Features

- Commonly Used Features

Module 4: Managing Sites and Pages

- Creating Sub sites

- 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

- SharePoint Lists and List Features

- Document Libraries

- Libraries vs. Lists with Attachments

- Adding Columns to Lists and Libraries

- Column and Item Validation

- Enterprise Metadata and Keywords Settings

- Creating List and Library Views

- Working with Office Web Apps

- Organizing Content Using Folders and Metadata

- Picture, Asset and Other Libraries

- Working with the Recycle Bin

- Configuring RSS Feeds

- Configuring Incoming Email

- About Tags and Notes and Ratings

Module 6: Document Management

- 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

- SharePoint Workflows

- Out of the Box Workflow Demo

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Module 8: Monitoring SharePoint Activity

- Usage Reports

- Search Reports

Module 9: SharePoint Apps (Optional)

- What is an App?

- Working with Built-in Apps

- The SharePoint App Store

- The Corporate App Store

- Request an App

Module 10: The SharePoint Community Site (Optional)

- Building online communities using SharePoint

- Discussion and Moderation

- Rating discussions and earning points

After completing this course, students will be able to:

- Manage Sites and Site Collections

- Add users and groups and manage site, list, folder and item security

- Add and configure web parts

- Configure site options including theme, title, description and icon

- Configure site navigation

- View site activity reports

- Customize lists and libraries

- Work with Site Columns and Site Content Types

- Configure Check out/in, Content Approval and Versioning

- Create and modify pages and web part pages

PREREQUISITES

Before attending this course, students must have:

- Strong SharePoint 2010 or 2013 end user skills or have attended "Introduction to SharePoint 2013 for

  Collaboration and Document Management" or similar.

TRAINING APPROACH

This course includes lectures, course notes, exercises and hands-on practice.

COURSE DURATION

澳門宋玉生廣場 180 號東南亞商業中心 18 樓 E,F |Alameda Dr. Carlos d`Assumpção, no.180, Tong Nam Ah Central Comércio 18E,F, Macau

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16 Hours (in 2 days)

CERTIFICATION COMPLETION

A certificate of completion is provided for all trainees attending the course