

# M55033 SHAREPOINT 2013 SITE COLLECTION AND SITE ADMINISTRATION

Course Code: 6463

Gain the administration skills needed for SharePoint 2013 site collections and sites.

In this course, power users will gain the skills needed to perform SharePoint 2013 site collections and site administration. You will learn to plan, create, secure, administer, and customize a SharePoint 2013 portal. You'll also learn how to design a social experience in SharePoint 2013 along with using search and the role of governance.

This course incorporates materials from the Official Microsoft Learning Product: SharePoint 2013 Site Collection and Site Administration (55033).

## What You'll Learn

- Design and implement a company portal structure using SharePoint 2013 objects including sites, libraries, lists, and pages
- Role of security and permissions throughout SharePoint 2013
- Implement guidelines for consistency in building a company portal to aid in the day-to-day administration of content in SharePoint 2013
- Enhance the design of and content on a company portal using SharePoint 2013 themes and web parts
- Importance of governance for the planning and managing future growth of the SharePoint 2013 implementation
- Options to integrate data from other systems as well as preserve existing data
- Role of social networking in SharePoint 2013 and its impact on collaboration

## Who Needs to Attend

SharePoint site collection administrators, site administrators, and power users who are tasked with working within the SharePoint environment

## Prerequisites

Experience with:

- Windows Client Operating System: Windows XP, Windows 7, or Windows 8

- Microsoft Office 2007, Office 2010, or Office 2013
- Microsoft Internet Explorer 7, 8, or 9

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CLASSROOM LIVE

\$3,095 USD

5 Day

## Classroom Live Outline

### 1. Getting Started with SharePoint 2013

- SharePoint 2013 roles and terminology
- Navigating SharePoint 2013
- Utilizing functions available in the Microsoft ribbon
- Creating and adding basic content to SharePoint

### 2. Planning a Company Portal using SharePoint 2013

- Governance and its role within SharePoint 2013
- Developing information architecture
- Developing a site structure

### 3. Creating a Company Portal

- Implementing a site structure
- Adding and customizing apps
- Creating and customizing views
- Modifying site navigation

### 4. Creating Consistency Across Sites

- Creating new site columns
- Designing and implementing content types
- Implementing a taxonomy using the Managed Metadata Service
- Implementing the Content Organizer
- Site and list templates
- Best practices around creating consistency

### 5. Securing a Company Portal

- Concept of sharing

- Designing and implementing security
  - Best practices around SharePoint 2013 security
6. Customizing the Look of a Portal
    - Implementing themes and adding a logo
    - Adding web parts to pages
    - Using audiences for targeting content
  7. Extending a Company Portal
    - External content types
    - Implementing records management and an eDiscovery center
  8. Using Web Content Management
    - Enabling web content management
    - Creating a managed metadata navigation site
    - Implementing image constraints and a publishing workflow
    - Structure of pages
  9. Bridging the Social Gap
    - Role of social computing in SharePoint 2013
    - Best practices for implementing social collaboration
    - Designing a social experience
    - Implementing a community site using the social computing features of SharePoint 2013
  10. Finding Information using Search
    - Creating an enterprise Search Center
    - Customizing the Search Center
  11. Controlling and Planning for Growth
    - Role of governance for SharePoint
    - Developing a governance plan and team
  12. Administering a Company Portal Built on SharePoint 2013
    - Additional settings for site collection administrators and site administrators

## Classroom Live Labs

Lab 1: Create a Structured Company Portal

Lab 2a: Create Custom Columns and Content Types

Lab 2b: Implement a Taxonomy

Lab 2c: Configure the Content Organizer

Lab 3: Manage Permissions in SharePoint

Lab 4a: Add and Configure Web Parts

Lab 4b: Connect Web Parts

Lab 4c: Apply Themes to Your Company Portal

Lab 5a: Access External Data

Lab 5b: Use Records Management to Preserve Data

Lab 6a: Create a Rich Publishing Site

Lab 6b: Configure a Publishing Approval Process

Lab 6c: Implement a Managed Navigation Site

Lab 7a: Design a Social Experience in SharePoint 2013

Lab 7b: Create a Community Site

Lab 8: Configure an Advanced Search Center

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VIRTUAL CLASSROOM LIVE

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PRIVATE GROUP TRAINING

5 Day

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