

SharePoint 2013 Power User: SCA

Modality: On Demand

Duration: 2 Hours

About this course:

In this course, we learn about SharePoint. Companies use SharePoint to make sites. You can utilize it as a protected spot to store, share, organize, and access data from any device. You just need an internet browser, for example, Internet Explorer, Microsoft Edge, Firefox, or Chrome. This course provides the total site proprietor story from beginning to end in a practical and engaging approach to make sure you have the confidence to create and plan new sites or your existing site management. You will probably figure out how to make SharePoint applicable to your group by utilizing a site's usefulness to assist you with sharing data and work together with your colleagues.

The normal compensation for an Administrator of SharePoint is \$70,767 every year.

Course Objective:

After finalizing this course, learners will be able to:

- Create and Configure Libraries
- Plan Site Creation
- Create and Edit Content Pages
- Manage Content in SharePoint
- Create Sites and Subsites
- Create and Configuring Lists

Audience:

This course is anticipated for:

Existing and New users of SharePoint.

Prerequisites:

Basic knowledge of computers.

Recommended prerequisites courses:

Microsoft SharePoint 2013: Basics.

Course Outline:

Introduction

Module 1: Introduction to SharePoint

- Lesson 1: Introduction SharePoint
- Lesson 2: A Brief Tour of SharePoint
- Lesson 3: Roles and Responsibilities in SharePoint
- Module Summary

Module 2: Creating Site Collections and Sites

- Lesson 1: Planning Site Creation
- Lesson 2: Creating Sites and Subsites
- Lesson 3: Site Collection and Site Settings
- Module Summary

Module 3: Creating and Using Lists and Libraries

- Lesson 1: Managing Content in SharePoint
- Lesson 2: Creating and Configuring Libraries
- Lesson 3: Creating and Configuring Lists
- Lesson 4: Importing/Exporting Data and Custom Views
- Module Summary

Module 4: Organizing Data in SharePoint Using Metadata and Content Types

- Lesson 1: The Importance of Information Architecture & Taxonomy
- Lesson 2: Custom Columns and Site Columns
- Lesson 3: Understanding Content Types
- Lesson 4: Using The Managed Metadata Service
- Module Summary

Module 5: Managing Security and Permissions

- Lesson 1: Objects, Groups, and Permission Levels
- Lesson 2: Configuring Site Security
- Lesson 3: Configuring List and Library Security
- Lesson 4: Sharing Content
- Module Summary

Module 6: Customizing Sites

- Lesson 1: Themes and Site Images
- Lesson 2: Creating and Editing Content Pages
- Lesson 3: Working with Web Parts
- Lesson 4: Creating a Custom Search Site