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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 5 Days

SharePoint 2013 Site Collection and Site Administration (MS-55033)

About this course:

This five-day instructor-led course is planned for power users, who are tasked through working within the SharePoint 2013 setting. This course will deliver a deeper, narrowly-focused training on the significant and popular skills required to be an administrator for SharePoint site collections and places. The SharePoint administration training or farm management expertise and tasks, which are mandatory for IT specialists to manage SharePoint 2013, are accessible in separate Microsoft Official Courseware. This course moreover prepares the students for the Microsoft 70-332: Innovative Solutions of Microsoft SharePoint Server 2013 certification exam.

The average pay for a SharePoint Developer is **$95,249** per year.

Course Objectives:

After finishing this course, students will be capable to:

- Plan and implement a company portal arrangement using SharePoint 2013 objects comprising sites, libraries, lists and sheets
- Clarify the role of security and permissions throughout SharePoint 2013
- Incorporate guidelines for consistency in building a company portal to aid in the day-to-day administration of content in SharePoint 2013
- Enrich the design of and content on a company portal utilizing SharePoint 2013 themes and web parts
- Describe the significance of governance for the planning and managing upcoming growth of the SharePoint 2013 execution
- Detect options to incorporate data from supplementary systems as well as preserve present data
- Clarify the role of social networking in SharePoint 2013 and its influence on cooperation

Audience:

This course is proposed for SharePoint site collection administrators, site managers and power operators who are tasked with working inside the SharePoint environment.

Prerequisites:

Before attending this IT Ops Training course, students must have:

- Windows customer operating system – either one Windows XP, Windows 7 or Windows 8
- Microsoft Office 2007, Office 2010 or Office 2013
- Microsoft Internet Explorer 7, 8 or 9
- It is suggested students have knowledge with previous types of SharePoint, though it is not an obligatory prerequisite

Course Outline:

Module 1: Getting Started with SharePoint 2013
This module introduces SharePoint 2013 concepts to site collection and site administrators. Once administrators can explain basic terminology and how to navigate around SharePoint, they have a solid foundation for the rest of the course.

Lessons

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

After completing this module, students will be able to:

- Define SharePoint 2013 roles and terminology
- Navigate SharePoint 2013
- Utilize functions available in the Microsoft ribbon
- Create and add basic content to SharePoint

Module 2: Planning a Company Portal Using SharePoint 2013

Governance in SharePoint plays a critical role in determining the potential success of a SharePoint deployment. When a greater emphasis is placed on governance, it gives organizations a better chance to succeed in the deployment and maintenance of SharePoint. Each organization must ensure that the proper policies and procedures are in place to keep SharePoint aligned with the overall business goals, even as business needs change. This module introduces the concept of governance and highlights best practices.

Lessons

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

After completing this module, students will be able to:

- Define governance and its role within SharePoint 2013
- Define and develop information architecture
- Develop a site structure

Module 3: Creating a Company Portal

The first major milestone, after planning the company portal, is executing and building 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. Because the site structure provides the framework for the

entire portal, it is essential that site collection administrators have a firm grasp of creating sites, document libraries and lists, as well as managing navigation.

Lessons

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

Lab: Creating a Structured Company Portal

- Creating a New Main Department Site
- Creating a New Child Department Site
- Create New Apps for Documents and Lists

Modifying Columns on an Existing List

- Adding Columns to an Existing List or Library
- Working with Versioning and Content Approval
- Creating a Custom View
- Updating the Global Navigation
- Updating the Current Navigation

After completing this module, students will be able to:

- Implement a site structure
- Create and customize views
- Modify site navigation

Module 4: Creating Consistency across Sites

When setting up a SharePoint site collection, it will often 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. When defining these in a single spot, site collection administrators can more efficiently manage their site collections as well as maintain consistency throughout the site.

Lessons

- Defining Site Columns
- Defining Content Types
- Implementing a Taxonomy
- Configuring the Content Organizer
- Using Templates to Promote Consistency

Lab: Creating Custom Columns and Content Types

- Creating a Content Type
- Applying Content Types to Libraries

Lab: Implementing a Taxonomy

- Designing a Taxonomy
- Adding Managed Metadata Columns

Lab: Configuring the Content Organizer

- Setting Column Default Values
- Configuring the Content Organizer

After completing this module, students will be able to:

- Create new site columns
- Design and implement content types
- Implement a taxonomy using the Managed Metadata Service
- Implement the Content Organizer
- Define site and list templates
- Define best practices around creating consistency

Module 5: Securing a Company Portal

This module explains how permissions work within a site collection, and how the tools within SharePoint 2013 are used to manage and maintain them. It is crucial that SharePoint 2013 site collection and site administrators are able to create and manage permissions within SharePoint 2013.

Lessons

- Explaining Permissions and Security in SharePoint
- Creating SharePoint Groups
- Managing Permissions within SharePoint
- Sharing versus Traditional Security

Lab: Managing Permissions in SharePoint

- Viewing Permissions of SharePoint Objects
- Adding Users and Groups to SharePoint Objects
- Creating a New SharePoint Group with Custom Permissions
- Creating New SharePoint Objects with Unique Permissions

After completing this module, students will be able to:

- Explain the concept of sharing
- Design and implement security
- Define best practices around SharePoint 2013 security

Module 6: Customizing the Look of a Portal

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

Lessons

- Changing the Appearance of the Portal
- Editing a Page
- Working with Web Parts and App Parts
- Targeting Audiences with Content

Lab: Adding and Configuring Web Parts

- Creating the Content Type
- Applying the Content Type
- Creating a List Template
- Adding Content to a List
- Creating a Managed Property
- Adding the Content Search Web Part

Lab: Connecting Web Parts

- Creating a Project Site
- Creating an Issue Tracking List
- Updating the Home Page
- Testing the Home Page

Lab: Applying Themes to Your Company Portal

- Adjusting the Theme
- Changing the Logo

After completing this module, students will be able to:

- Implement themes and add a logo
- Add web parts to pages
- Leverage audiences for targeting content

Module 7: Extending a Company Portal

This module covers how companies can extend their SharePoint 2013 environment to include data from other line of business applications using SharePoint Designer 2013. It also explores how companies can leverage SharePoint for records management and eDiscovery.

Lessons

- Creating External Content Types
- Setting up an eDiscovery Center
- Exploring other Records Management Options

Lab: Accessing External Data

- Create the External Content Type
- Creating the Lists and Forms
- Testing the External List
- Working with Business Data Web Parts

Lab: Leveraging Records Management to Preserve Data

- Using a Records Center
- Using an eDiscovery Center

After completing this module, students will be able to:

- Define external content types
- Define and implement records management
- Define and implement an eDiscovery center

Module 8: Leveraging Web Content Management

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

Lesson

- Enabling Web Content Management
- Managing the Structure of Web Content
- Navigating a Site Using Managed Metadata
- Configuring a Published Approval Workflow

Lab: Creating a Rich Publishing Site

- Creating a Web Content Management Site
- Creating a News Site
- Setting the Default Page Layout
- Configuring Image Renditions
- Creating News Pages

Lab: Configuring a Published Approval Process

- Adding a Publishing Approval Workflow
- Testing the Workflow

Lab: Implementing a Managed Navigation Site

- Enabling the Managed Metadata Navigation
- Creating Navigation Terms
- Creating Additional News Pages
- Controlling the Navigation and Page Structure

After completing this module, students will be able to:

- Enable web content management
- Create a Managed Metadata navigation site
- Implement image constraints
- Define the structure of pages
- Implement a publishing workflow

Module 9: Bridging the Social Gap

An important advancement in SharePoint 2013 is the expansion of social computi