

SHAREPOINT FOUNDATION 2013: SITE ADMINISTRATOR

Available Dates: **Jan 17, Feb 15, Mar 18, Apr 16, May 29, Jun 27**

Class Length: **1 day**

Cost: **\$399**

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Class Outline:

Description:

Microsoft® SharePoint® 2013 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and automate business processes. SharePoint has many features that can help organizations manage the flow of digital information, automate processes, and help organizations manage records. In this course, you will learn how to create, configure, and manage a SharePoint site collection so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

SharePoint features are robust and complex. 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.

Course Outline:

Unit 1: Creating and Configuring a Site Collection

Topic A: Create a Site Collection

Topic B: Set Quotas

Topic C: Configure Audit Options

Topic D: Back Up Your Site Collection

Unit 2: Configuring the Top-Level Site

Topic A: Add a Cloud Tag Webpart

Topic B: Add an RSS Feed to Your Site

Topic C: Enable Email Connectivity for a Library

Topic D: Create and Configure Document Sets

Unit 3: Configuring Site Collection Metadata

Topic A: Create a New Content Type

Topic B: Add Columns to Content Types

Topic C: Add a Custom Content Type to a List

Unit 4: Managing Archiving and Compliance

Topic A: Configure Site Policies

Topic B: Configure In-Place Records Management

Topic C: Configure Information Management Policies

Topic D: Configure Content Organizer Rules

Unit 5: Creating and Testing a Workflow

Topic A: Plan a Workflow

Topic B: Create and Publish a Workflow

Topic C: Test Your Workflow

Unit 6: Configuring Search

Topic A: Configure Search Options

Topic B: Search for Content and Set Alerts