

## SHAREPOINT FOUNDATION 2013: SITE OWNER

Available Dates: **Jan 10, Feb 4, Mar 11, Apr 9, May 15, Jun 20**

Class Length: **1 day**

Cost: **\$399**

[Email Computer Visions about this class](#)

### **Class Outline:**

Description:

Microsoft® SharePoint® 2013 is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint Team Site so that your team or organization can share information and collaborate effectively. SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Course Outline:

Unit 1: Creating a New Site

Topic A: Create a Site

Topic B: Change the Look and Feel of Your SharePoint Site

Unit 2: Adding and Configuring Libraries

Topic A: Configure Document Library for Your SharePoint Team Site

Topic B: Configure the Site Assets Library for Your SharePoint Site

Topic C: Add and Configure a Wiki for Your SharePoint Site

Unit 3: Adding and Configuring Lists

Topic A: Add an Announcement List

Topic B: Add and Configure a Task List

Topic C: Add and Configure Contact and Calendar Lists

Topic D: Add and Configure a Blog Subsite

Topic E: Add and Configure a Custom List to your SharePoint Site

Topic F: Customize List Forms

Unit 4: Configuring Site Settings, Navigation, and Search

Topic A: Configure Site Search Options

Topic B: Configure Site Administration Settings

Topic C: Configure Site Organization and Navigation

Unit 5: Assigning Permissions and Access Rights

Topic A: Share Sites and Set Site Permissions

Topic B: Secure Lists, Libraries, and Documents

Unit 6: Configure Content Roll-up, Summary Links, and Site Map

Topic A: Add and Configure the Content Search Web Part

Topic B: Add and Configure the Relevant Documents Web Part