

# 55035: Microsoft SharePoint Server 2013 for the Site Owner/Power User

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## Course Details

### Course Outline

#### 1. The Role of the Site Owner

- What is SharePoint?
- - Team Collaboration
- - Document Management
- - Social Features
- SharePoint Administrative Roles
- - Site Owner
- - Site Collection Administrator
- - Server Administrator
- SharePoint Administration Options by Role

#### 2. Users, Groups and Permissions

- SharePoint Security Best Practices
- Users and Groups
- Adding Users and Groups
- Adding Site Collection Administrators
- Permissions and Permission Levels
- Creating Custom Permission Levels
- Configuring List and Library Permissions
- Working with Audiences and Content Filtering
- Managing User Alerts
- Lab : Users, Groups and Permissions

#### 3. Site and Site Collection Features

- What is a Feature?
- Activating and Deactivating Features
- Commonly Used Features
- Lab : Site and Site Collection Features.

#### **4. Managing Sites and Pages**

- Creating Subsites
- Site Templates
- Site Lifecycle and Site Deletion
- Configuring the Look and Feel of a Site
- Configuring Navigation Options
- Language Settings
- Adding and Managing Pages
- Working with Web Part Pages
- Frequently Used Web Parts
- Lab : Managing Sites and Pages

#### **5. Working with Lists and Libraries**

- SharePoint Lists and List Features
- Document Libraries
- Libraries vs. Lists with Attachments
- Adding Columns to Lists and Libraries
- Column and Item Validation
- Enterprise Metadata and Keywords Settings
- Creating List and Library Views
- Working with Office Web Apps
- Organizing Content Using Folders and Metadata
- Picture, Asset and Other Libraries
- Working with the Recycle Bin
- Configuring RSS Feeds
- Configuring Incoming Email
- About Tags and Notes and Ratings
- Lab : Working with Lists and Libraries

#### **6. Document Management**

- Information Management Policy Settings
- Auditing List and Document Activity
- Working with Site Columns and Content Types
- Built-in Content Types

- Managing Business Content Using Content Types
- Using Document Sets
- Using the Content Organizer
- An Overview of Records Management
- Lab : Document Management

#### **7. SharePoint Workflows**

- SharePoint Workflows
- Out of the Box Workflow Demo
- Lab : SharePoint Workflows

#### **8. Monitoring SharePoint Activity**

- Usage Reports
- Search Reports

#### **9. SharePoint Apps (Optional)**

- What is an App?
- Working with Built-in Apps
- The SharePoint App Store
- The Corporate App Store
- Request an App
- Lab : SharePoint Apps (Optional)

#### **10. The SharePoint Community Site (Optional)**

- Building online communities using SharePoint
- Discussion and Moderation
- Rating discussions and earning points
- Lab : The SharePoint Community Site (Optional)