

# Microsoft SharePoint Foundation 2013: Site Owner

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## Course Details

### Course Outline

#### 1. Creating a New Site

- Create a Site
- Change the Look and Feel of Your SharePoint Site

#### 2. Adding and Configuring Libraries

- Configure Document Library for Your SharePoint Team Site
- Configure the Site Assets Library for Your SharePoint Site
- Add and Configure a Wiki for Your SharePoint Site

#### 3. Adding and Configuring Lists

- Add an Announcement List
- Add and Configure a Task List
- Add and Configure Contact and Calendar Lists
- Add and Configure a Blog Subsite
- Add and Configure a Custom List to your SharePoint Site
- Customize List Forms

#### 4. Configuring Site Settings, Navigation, and Search

- Configure Site Search Options
- Configure Site Administration Settings
- Configure Site Organization and Navigation

#### 5. Assigning Permissions and Access Rights

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

#### 6. Configure Content Roll-up, Summary Links, and Site Map

- Add and Configure the Content Search Web Part
- Add and Configure the Relevant Documents Web Part