

# 55033: SharePoint 2013 Site Collection and Site Administration

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## Course Details

### Course Outline

#### 1. Getting Started with SharePoint 2013

- 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

#### 2. Planning a Company Portal Using SharePoint 2013

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

#### 3. Creating a Company Portal

- Creating a Site Structure
- Defining SharePoint Apps
- Customizing Lists and Libraries
- Explaining Views on Lists and Libraries
- Creating Views in Lists and Libraries
- Modifying Navigation
- Lab: Creating a Structured Company Portal

#### 4. Creating Consistency across Sites

- Defining Site Columns
- Defining Content Types
- Implementing a Taxonomy
- Configuring the Content Organizer
- Using Templates to Promote Consistency
- Labs: Creating Custom Columns and Content Types

## **5. Securing a Company Portal**

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

## **6. Customizing the Look of a Portal**

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

## **7. Extending a Company Portal**

- Creating External Content Types
- Setting up an eDiscovery Center
- Exploring other Records Management Options
- Labs: Accessing External Data

## **8. Leveraging Web Content Management**

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

## **9. Labs: Creating a Rich Publishing Site**

## **10. Bridging the Social Gap**

- Configuring Social Features in SharePoint 2013
- Creating a Community Site
- Labs: Designing a Social Experience in SharePoint 2013

## **11. Finding Information Using Search**

- Exploring the Search Features in SharePoint 2013
- Configuring Search Settings
- Lab: Configuring an Advanced Search Center

## **12. Controlling and Planning for Growth**

- Reviewing Governance for Site Administration
- Discussing the Execution of Governance

## **13. Administering a Company Portal Built on SharePoint 2013**

- Exploring Settings for Site Collection Administrators
- Exploring Settings for Site Administrators