

Microsoft SharePoint Foundation 2013: Site Administration

Course Details

Course Outline

- 1. Lesson 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
- 2. Lesson 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
- 3. Lesson 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
- 4. Lesson 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
- 5. Lesson 5: Creating and Testing a Workflow**
 - Topic A: Plan a Workflow
 - Topic B: Create and Publish a Workflow
 - Topic C: Test Your Workflow
- 6. Lesson 6: Configuring Search**
 - Topic A: Configure Search Options
 - Topic B: Search for Content and Set Alerts