55198: Microsoft SharePoint Server Content Management for SharePoint 2013 and 2016

Course Details

Course Outline

1. **SharePoint Content Management**
   - SharePoint's Content Management Features
   - SharePoint Security
   - Sharing SharePoint Content
   - SharePoint Sync
   - Lab 1: SharePoint Security and Sync Configuration
   - Securing a Library
   - Working with Users and Groups
   - Managing Share and Sync

2. **Library Configuration**
   - Versioning
   - Content Approval
   - Check Out/In
   - Ratings and Likes
   - Column and Item Validation Settings
   - RSS and Incoming Email
   - Lab 1: Library Configuration
   - Create and Configure a "Products" Library
   - Exploring Library Features
   - Uploading Content

3. **Metadata and Taxonomy**
   - Definitions!
   - Who Creates and Manages Your Taxonomy?
   - Using Metadata
   - The Managed Metadata Service
   - Enterprise Metadata and Keywords Settings

- Lab 1: Metadata and Taxonomy
- Migrating Settings by using Windows Easy Transfer
- Configuring a Reference Image of Windows 7
- Configuring a Reference Image

4. **Site Columns and Content Types**
- Working with Site Columns and Content Types
- Site Columns
- Content Types
- The Content Type Hub
- Lab 1: Site Columns and Content Types
- Creating and using Site Columns
- Creating and using Content Types
- Working with the Content Type Hub

5. **Auditing and Retention Policies**
- Information Management Policy Settings
- Creating a Site Collection Policy template
- Configuring Document Retention
- Configuring Document Auditing
- Creating Policies for a List or Library
- List and Document Activity Reports
- Lab 1: Auditing and Retention Policies
- Configuring Information Management Policy Settings for a Library
- Configuring Information Management Policy Settings for a Content Type
- Using List and Document Activity Reports

6. **Organizing Content**
- Folders
- Views
- Document Sets
- The Content Organizer
- Lab 1: Organizing Content
- Working with Folders and Views
- Creating a Custom Document Set

- Configuring the Content Organizer to move documents

7. **Library Automation**

- SharePoint's Automation Tools: Alerts, Policies, Workflows and Flow
- The Out of the Box Workflows
- SharePoint Designer Workflows
- Lab 1: Library Automation
- Using the Out of the Box Approval Workflow
- Creating a SharePoint Designer Workflow

8. **Records Management**

- Records
- In Place Records Management
- The Records Center
- Lab 1: Records Management
- Configuring In Place Records Management.
- Creating a Records Center site.
- Managing Records.

9. **Search Optimization for Libraries**

- Tips for Searching Library Content
- From Site Column to Managed Property
- The Search Schema
- Improving the Search Experience
- Lab 1: Search Optimization for Libraries
- Searching Libraries
- Creating a Search Managed Property
- Improving Title and Author Searches