

55105: Quick SharePoint 2013 Maintenance for the Part-Time Administrator

Course Details

Course Outline

1. Course Overview

- Introduction
- Course Materials
- Facilities
- Prerequisites
- What We'll Be Discussing
- Lab 1: Course Overview

2. Quick Architecture

- Terminology
- SharePoint Administrators
- SharePoint Farm Architecture
- Architecture of Collection
- Architecture of Content Databases

○ Lab 1: Quick Architecture

- Run Internet Explorer as a Different User
- Examine the Differences Depending Upon Logon for Central Administration
- Examine the Differences Depending Upon Logon for Site
- Create a New Web Application and Collection

3. Collection Administration

- Creating and Deleting Site Collections
- Managing Blocked Files
- Managing Locks
- Changing Administrators
- Working with Quotas

- Understanding Features
 - Branding
 - Levels
 - Master Pages
 - Composed Looks
 - Design Manager
 - Managing Navigation
 - Utilizing Reports
 - Managing the Recycle Bin
- **Lab 1: Collection Administration**
- Use Central Administration to Create and Delete a Site Collection
 - Use SharePoint Management Shell to Create and Delete a Site Collection
 - Managing Blocked Files
 - Managing Locks
 - Changing Administrators
 - Working with Quotas
 - Collection Features
 - Branding
 - Managing Navigation
 - Popularity and Search Reports
 - Managing the Recycle Bin
- 4. Site Administration**
- Creating and Modifying Libraries and Lists
 - Utilizing Views
 - Adding Pages
 - Using Folders and Metadata
 - Utilizing Web Parts
 - Configuring Information Management Settings
 - Utilizing Document Sets
 - Managing Content with the Content Organizer

- Exploring Basic Workflow
- Closing and Deleting Sites
- **Lab 1: Site Administration**
 - Creating a Custom List and Modifying It
 - Examine a Specialized List in a Product Catalog Site (Optional)
 - Utilizing Views
 - Adding Pages
 - Folders and Metadata
 - Utilizing the Web Part Gallery
 - Creating and Applying Information Management Settings
 - Using Document Sets
 - Using the Content Organizer
 - Assigning a Basic Workflow
 - Using Site Closure and Deletion
- 5. Manage Databases for SharePoint 2013**
 - Adding a Content Database
 - Backup and Restore Site Collections
- ,
 - Adding a Content Database
 - Backup and Restore Site Collections (Optional)