

Course Outline | SharePoint Administrator

1 day(s)

Overview

Microsoft SharePoint 2013 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and automate business processes. SharePoint has many features that can help organizations manage the flow of digital information, automate processes, and help organizations manage records. In this course, you will learn how to create, configure, and manage a SharePoint site collection so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

SharePoint features are robust and complex. Site collection administrators determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Level

Administrator

Version

2016

Course Objectives

Upon successful completion of this course, existing SharePoint site owners will be able to take on administrative responsibility for implementing and managing many site collection features. This includes basic site customization based on business requirements, as well as activation and configuration of site collection-level SharePoint features. Students will NOT be performing back-end SharePoint Foundation or SharePoint Server installation, deployment, or server management, or extensive SharePoint site design. You will:

You Will:

- Create and configure a site collection.
- Administer site quotas, auditing, and backup.
- Configure the top-level site, including tag clouds, RSS viewers, and document sets.
- Configure site collection metadata.
- Manage archiving and compliance features.
- Create and test a workflow.
- Configure search options.

Target Student

This course is designed for existing Microsoft SharePoint site collection administrators who will create and manage a group of SharePoint sites, add features at the site collection level, manage workflows, and implement records management features.

Prerequisites

To ensure your success, you will need to take the following Systematix course or have equivalent knowledge: Microsoft SharePoint Foundation 2013: Site Owner

Course Outline

Creating and Configuring a Site Collection

Course Outline | SharePoint Administrator

- Create a Site Collection
- Set Quotas
- Configure Audit Options
- Back Up Your Site Collection

Configuring the Top-Level Site

- Add a Cloud Tag Webpart
- Add an RSS Feed to Your Site
- Enable Email Connectivity for a Library
- Create and Configure Document Sets

Configuring Site Collection Metadata

- Create a New Content Type
- Add Columns to Content Types
- Add a Custom Content Type to a List

Managing Archiving and Compliance

- Configure Site Policies
- Configure In-Place Records Management
- Configure Information Management Policies
- Configure Content Organizer Rules

Creating and Testing a Workflow

- Plan a Workflow
- Create and Publish a Workflow
- Test Your Workflow

Configuring Search

- Configure Search Options
- Search for Content and Set Alerts