

Course Outline | SharePoint For Site Administrators

1 day(s)

This course is the final level of our Microsoft SharePoint and looks at the many features that can help SharePoint administrators streamline, automate, and facilitate site management tasks. It will familiarise students with creating and configuring site collections; configuring top-level sites; configuring site collection metadata; setting up archiving and compliance policies; using workflows, and configuring search options.

Course Outline

Creating and Configuring Site Collections

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

Configuring Top-Level Sites

- Managing Features and Apps
- Add an RSS Feed to Your Site
- Create and Configure Document Sets

Configuring Site Collection Metadata

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

Archiving and Compliance

- Configure Site Policies
- Configure In-Place Records Management
- Configure Information Management Policies
- Configure and Use the Content Organizer

Creating Workflows

- Understanding Workflows
- Create and Run a Workflow

Implementing and Configuring Search

- Configure Search Options
- Create Search Alerts