



Microsoft® SharePoint® Foundation 2013: Site Owner

Course Length: 1 day

Course Description

Overview:

Microsoft® SharePoint® 2013 is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint Team Site so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Course Objectives:

Upon successful completion of this course, existing SharePoint site users will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site. You will:

- Create and configure new SharePoint sites.
- Add document, asset, and wiki page libraries to sites and configure them.
- Add and configure announcement, task, calendar, contacts, and custom lists.
- Create and implement custom forms.
- Configures Site Settings, site search, and site navigation.
- Assign permissions and access rights to sites, users, and lists and documents.
- Configure content roll-up, and finalize site configuration.

Target Student:

This course is designed for existing Microsoft SharePoint site users who will create and manage a SharePoint site.

**Prerequisites:**

To ensure your success in your course you should be have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2007, 2010, or 2013 suite components, plus basic competence with Internet browsing. You should also have basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- *Using Microsoft® Windows® 8 or Microsoft® Windows® 8 Transition from Windows® 7*
- *Microsoft® SharePoint® Foundation 2013: Site User*

Course Content**Lesson 1: Creating a New Site**

Topic A: Create a Site

Topic B: Change the Look and Feel of Your SharePoint Site

Lesson 2: Adding and Configuring Libraries

Topic A: Configure Document Library for Your SharePoint Team Site

Topic B: Configure the Site Assets Library for Your SharePoint Site

Topic C: Add and Configure a Wiki for Your SharePoint Site

Lesson 3: Adding and Configuring Lists

Topic A: Add an Announcement List

Topic B: Add and Configure a Task List

Topic C: Add and Configure Contact and Calendar Lists

Topic D: Add and Configure a Blog Subsite

Topic E: Add and Configure a Custom List to your SharePoint Site

Topic F: Customize List Forms

Lesson 4: Configuring Site Settings, Navigation, and Search

Topic A: Configure Site Search Options

Topic B: Configure Site Administration Settings

Topic C: Configure Site Organization and Navigation

Lesson 5: Assigning Permissions and Access Rights

Topic A: Share Sites and Set Site Permissions

Topic B: Secure Lists, Libraries, and Documents

Lesson 6: Configure Content Roll-up, Summary Links, and Site Map

Topic A: Add and Configure the Content Search Web Part

Topic B: Add and Configure the Relevant Documents Web Part

Appendix A: Microsoft Office SharePoint 2013 Exam 77-425