



Microsoft® SharePoint® Foundation 2013: Site Administrator

Course Length: 1 day

Course Description

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.

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:

- 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 Logical Operations course:

- *Microsoft® SharePoint® Foundation 2013: Site Owner*

Course Content**Lesson 1: Creating and Configuring a Site Collection**

Topic A: Create a Site Collection

Topic B: Set Quotas

Topic C: Configure Audit Options

Topic D: Back Up Your Site Collection

Lesson 2: Configuring the Top-Level Site

Topic A: Add a Cloud Tag Webpart

Topic B: Add an RSS Feed to Your Site

Topic C: Enable Email Connectivity for a Library

Topic D: Create and Configure Document Sets

Lesson 3: Configuring Site Collection Metadata

Topic A: Create a New Content Type

Topic B: Add Columns to Content Types

Topic C: Add a Custom Content Type to a List

Lesson 4: Managing Archiving and Compliance

Topic A: Configure Site Policies

Topic B: Configure In-Place Records Management

Topic C: Configure Information Management Policies

Topic D: Configure Content Organizer Rules

Lesson 5: Creating and Testing a Workflow

Topic A: Plan a Workflow

Topic B: Create and Publish a Workflow

Topic C: Test Your Workflow

Lesson 6: Configuring Search

Topic A: Configure Search Options

Topic B: Search for Content and Set Alerts

Appendix A: Microsoft Office SharePoint 2013 Exam 77-419