

SharePoint 2013 Site Owner

Duration: 2 days

Overview:

This two day course has been designed to provide SharePoint Site Owners with an in-depth knowledge on managing and maintaining Sites within SharePoint 2013. This course provides a balance of theory, class room discussion and hands on lab time. The idea being, that students will be able to discuss new concepts, before practically applying them.

Target Audience:

This course has been designed for anyone with a working knowledge of SharePoint 2013. Attendees should require an understanding of how to manage, maintain and secure a SharePoint Team Site.

Pre-requisites:

This course has been developed to provide the attendees with the 'next level' of SharePoint Site Management. Course participants should be comfortable using a SharePoint site to create and upload content. They should have attended the site members training course or have been working with SharePoint for a minimum of 12 months

At Course Completion:

After completing this course, students will be able to:

- Understand how to create SharePoint Sites
- Understand how to use Security within a SharePoint site
- Have gained practical experience creating lists and libraries
- Understand Content Types and Metadata
- Know how to configure Content Management and Workflow
- Understand how to apply Information Management Policies
- Know how to customise your SharePoint Site
- Understand what options are available for site administration

Module 1: Creating SharePoint Sites

- Creating SharePoint Sites
- Definitions
- Site collections vs. sites
- Site templates
- Enterprise templates

Lab 1: Working with Sites

- Exercise 1: Create a team site
- Exercise 2: Create a community site

Module 2: SharePoint Security

- SharePoint security
- Users and groups
- Simple sharing vs. advanced
- Sharing
- Default SharePoint groups
- Managing site security
- Access requests
- Security best practices

Lab 2: Managing Security

- Exercise 1: Create a site with unique permissions
- Exercise 2: Break permission inheritance
- Exercise 3: Share a site with another user

Module 3: Adding Apps

- Introduction to apps
- Types of applications
- List and library management

Lab 3: Lists and Libraries

- Exercise 1: Create a project issues tracking list
- Exercise 2: Enable version control
- Exercise 3: Add a column
- Exercise 4: Add some items
- Exercise 5: Create a view
- Exercise 6: Create a custom template
- Exercise 7: Test your custom template

Module 4: Content Types and Metadata

- Metadata
- Content types and meta data
- Building blocks
- Managed metadata
- Putting it all together

Lab 4: Working with Content Types

- Exercise 1: Create site columns
- Exercise 2: Attach site columns to a list
- Exercise 3: Create a site content type
- Exercise 4: Add a content type to a library app
- Exercise 5: Change the new button order and create a contract
- Exercise 6: Create a child content type

Module 5: Content Management and Workflow

- Content management and workflow
- Workflows
- Managing Workflows

Lab 5: Content Management and Workflow

- Exercise 1: Enable content approval
- Exercise 2: Configure an approval workflow
- Exercise 3: Create a new doc for approval
- Exercise 4: Approve a document

Module 6: Customising Your Site

- Customising your site
- Using a master page
- Site themes
- Customising your site

Lab 6: Customising your Site

- Exercise 1: Change the site theme
- Exercise 2: Change the default site icon on the team site
- Exercise 3: Create a site template

Module 7: Site Administration

- Site administration
- Site owners for top level sites
- Sub-site owners
- Site administration settings
- Sites and workspaces
- Site features
- Content and structure
- Delete this site
- Usage reports
- Search reports
- Usage report

Lab 7: Site Administration

- Exercise 1: Change the regional settings
- Exercise 2: Close a site
- Exercise 3: Delete a site