

## [AV-SPS2013-CM]: SharePoint 2013 for Content Managers

Length	: 1 Day
Audience(s)	: SharePoint Site Administrator or Content Manager
Level	: Advanced
Technology	: SharePoint 2013
Delivery Method	: Instructor-led (Classroom)

### Course Overview

This course will teach participants about overview of enterprise content management, web content management, building of information architecture and record management in SharePoint 2013.

### Audience Profile

This course is targeted towards users who wish to understand the aspects of enterprise content management in SharePoint 2013 especially web content management, information architecture and record management.

### At Course Completion

Participants will understand what enterprise content management, web content management and records management are. The participant will understand publishing page life cycle and able to create a publishing pages. They will understand some features in SharePoint which support building of information architecture in SharePoint.

### Pre-Requisites

Participant should be familiar with the SharePoint 2013 Site Member features and have some knowledge about site administration.

### Course Outline

#### Module 1: Introduction to Content Management

##### Lessons

- Information Management and Governance in SharePoint 2013
- What is Enterprise Content Management?
- What is Web Content Management?
- SharePoint Content Manager and Other Roles

#### Module 2: Understanding Web Content Management

##### Lessons

- Web Content Management in SharePoint Publishing Sites
- SharePoint Publishing Site Collection and Site Templates
- Master Pages, Page Layouts, and Pages

#### AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)

**Module 3: Create and Managing Publishing Pages****Lessons**

- Publishing Page Life Cycle

**Module 4: Displaying Content with Web Parts****Lessons**

- Adding a Web Part to a Page
- Editing the Web Part Properties

**Module 5: Building SharePoint Information Architecture****Lessons**

- Standardizing Information with Managed Metadata
- Reusable Site Columns
- Consistency with Managed Metadata Column
- Enterprise Content Management with Content Types
- Document Management with Document Sets

**Module 6: Records Management****Lessons**

- Introduction to SharePoint Records Management
- In-Place Records Declaration
- Creating Information Management Policies
- Content Audit
- Records Center
- Content Organizer
- Site Disposition

**Module 7: Introduction to eDiscovery (Optional)****Lessons**

- What is eDiscovery?
- eDiscovery Center
- eDiscovery Terms
- Site Holds
- Exchange Integration

**AVANTUS TRAINING PTE LTD**

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: [enquiries@AvantusTraining.com](mailto:enquiries@AvantusTraining.com)

[www.AvantusTraining.com](http://www.AvantusTraining.com)