

## [MS55035]: Microsoft SharePoint Server 2013 for the Site Owner/Power User

Length	: 2 days
Audience(s)	: Information Workers, IT Professionals
Level	: 200
Technology	: Microsoft SharePoint Server 2013
Delivery Method	: Instructor-led (classroom)

### Course Overview

This two day class is designed for information workers or power users who serve as SharePoint Site Owners or Site Collection Administrators. Students should take this course if they need to know how to manage the team collaboration, document management and social features of Microsoft SharePoint 2013. This class is an excellent prerequisite for IT Professionals who work as SharePoint Server Administrators attending 20331: Core Solutions of Microsoft SharePoint Server 2013. This class can be delivered using Site Collections on an in-house server, virtual machines or Office 365.

### Audience Profile

- SharePoint Site Owners
- SharePoint Site Collection Administrators
- SharePoint Administrators and Developers

### At Course Completion

After completing this course, students will be able to:

- Manage Sites and Site Collections
- Add users and groups and manage site, list, folder and item security
- Add and configure web parts
- Configure site options including theme, title, description and icon
- Configure site navigation
- View site activity reports
- Customize lists and libraries
- Work with Site Columns and Site Content Types
- Configure Check out/in, Content Approval and Versioning
- Create and modify pages and web part pages

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**Pre-Requisites**

Before attending this course, students must have:

- Strong SharePoint 2010 or 2013 end user skills or have attended “Introduction to SharePoint 2013 for Collaboration and Document Management” or similar.

**Course Outline****Module 1: The Role of the Site Owner**

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology and gets a start in navigation.

**Lessons**

- What is SharePoint?
- SharePoint Administrative Roles
- SharePoint Administration Options by Role

**After completing this module, you will be able to:**

- Identify who can do what in SharePoint administration
- Navigate to site collection, site, page and list administration pages

**Module 2: Users, Groups and Permissions**

This module covers the management of SharePoint users and user security.

**Lessons**

- SharePoint Security Best Practices
- Users and Groups
- Adding Users and Groups
- Adding Site Collection Administrators
- Permissions and Permission Levels
- Creating Custom Permission Levels
- Configuring List and Library Permissions
- Working with Audiences and Content Filtering
- Managing User Alerts

**Lab: Users, Groups and Permissions**

- Add new users to a site
- Create a permission level for Add, Edit, but not Delete
- Create a new group for the site
- Create a new group for granular permissions
- Create a subsite with unique permissions
- Set unique permissions on a library and a folder

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**After completing this module, you will be able to:**

- Manage SharePoint security using best practices
- Add new users and groups
- Create custom permission levels
- Work with Audiences

**Module 3: Site and Site Collection Features**

This module covers the use of SharePoint Features to add and remove functionality.

**Lessons**

- What is a Feature?
- Activating and Deactivating Features
- Commonly Used Features

**Lab: Site and Site Collection Features**

- Add a Site Notebook to a Team Site

**After completing this module, you will be able to:**

- Define the purpose of features.
- Activate and deactivate features.

**Module 4: Managing Sites and Pages**

This module covers the creation and management of SharePoint sites and pages.

**Lessons**

- Creating Subsites
- Site Templates
- Site Lifecycle and Site Deletion
- Configuring the Look and Feel of a Site
- Configuring Navigation Options
- Language Settings
- Adding and Managing Pages
- Working with Web Part Pages
- Frequently Used Web Parts

**Lab: Managing Sites and Pages**

- Create a Project site
- Create a page about an event
- Create a web part page and work with web parts

**After completing this module, you will be able to:**

- Create subsites from templates
- Configure site navigation options
- Create and edit pages

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**Module 5: Working with Lists and Libraries**

This module covers the use of SharePoint lists and libraries.

**Lessons**

- SharePoint Lists and List Features
- Document Libraries
- Libraries vs. Lists with Attachments
- Adding Columns to Lists and Libraries
- Column and Item Validation
- Enterprise Metadata and Keywords Settings
- Creating List and Library Views
- Working with Office Web Apps
- Organizing Content Using Folders and Metadata
- Picture, Asset and Other Libraries
- Working with the Recycle Bin
- Configuring RSS Feeds
- Configuring Incoming Email
- About Tags and Notes and Ratings

**Lab: Working with Lists and Libraries**

- Customizing lists and libraries
- Open, edit and manage documents in Microsoft Office applications and Office Web Apps
- Delete documents and recover them from the Recycle Bins
- Configure and work with document versioning
- Create metadata grouped views
- Create a custom Calendar view on a library

**After completing this module, you will be able to:**

- Create and customize lists and libraries
- Open and edit documents in Microsoft Office and with Office Web Apps
- Manage checked out documents
- Recover items from the Recycle Bin
- Work with document versioning
- Create views including metadata grouped views and calendar views

**Module 6: Document Management**

This module explores the document management features of libraries.

**Lessons**

- Information Management Policy Settings
- Auditing List and Document Activity
- Working with Site Columns and Content Types
- Built-in Content Types
- Managing Business Content Using Content Types
- Using Document Sets

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- Using the Content Organizer
- An Overview of Records Management

### **Lab: Document Management**

- Create a Content Type for Purchase Orders
- Add Content Types to a library
- Configure Document Sets
- Editing and managing documents in a library

### **After completing this module, you will be able to:**

- Create retention and auditing policies for a list or content type
- Create and use Site Columns, Content Types and Document Sets
- Use the Versioning, Check Out/In and Content Approval features

### **Module 7: SharePoint Workflows**

This module provides an overview of the SharePoint 2013 workflow features.

#### **Lessons**

- SharePoint Workflows
- Out of the Box Workflow Demo

### **Lab: SharePoint Workflows**

- Configuring an Approval Workflow

### **After completing this module, you will be able to:**

- Identify the differences between Out of the Box, SharePoint Designer and Visual Studio workflows
- Configure and use the out of the box Approval workflow

### **Module 8: Monitoring SharePoint Activity**

This module covers the use of SharePoint activity reports.

#### **Lessons**

- Usage Reports
- Search Reports

### **After completing this module, you will be able to:**

- Use the Site and Site Collection reports

### **Module 9: SharePoint Apps (Optional)**

This module provides explores SharePoint 2013 Apps.

#### **Lessons**

- What is an App?
- Working with Built-in Apps
- The SharePoint App Store

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- The Corporate App Store
- Request an App

#### **Lab: SharePoint Apps**

- Browse the SharePoint App Store and download a free app. (Optional)

#### **After completing this module, you will be able to:**

- Identify the different kinds of SharePoint Apps
- Browse the App stores and add an App

#### **Module 10: The SharePoint Community Site (Optional)**

This module covers the use of the SharePoint 2013 Community Site.

#### **Lessons**

- Building online communities using SharePoint
- Discussion and Moderation
- Rating discussions and earning points

#### **Lab: The SharePoint Community Site**

- Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.

#### **After completing this module, you will be able to:**

- Interact with other SharePoint users in discussion forums
- Rate posts and earn reputation points

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