



Microsoft SharePoint 2013: Site Administrator

This course helps students collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location.

Length Days: 1 | Length Hours: 8

Prerequisites

Microsoft SharePoint 2013: Site Owner

Target Audience

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.

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.

Course Outline

1 - Creating and Configuring a Site Collection

- Create a Site Collection
- Set Quotas
- Configure Audit Options
- Back Up Your Site Collection

2 - Configuring the Top-Level Site

- Add a Cloud Tag Webpart
- Add an RSS Feed to Your Site
- Enable Email Connectivity for a Library
- Create and Configure Document Sets

3 - Configuring Site Collection Metadata

- Create a New Content Type
- Add Columns to Content Types
- Add a Custom Content Type to a List

4 - Managing Archiving and Compliance

- Configure Site Policies
- Configure In-Place Records Management
- Configure Information Management Policies
- Configure Content Organizer Rules

5 - Creating and Testing a Workflow

- Plan a Workflow
- Create and Publish a Workflow
- Test Your Workflow

6 - Configuring Search

- Configure Search Options
- Search for Content and Set Alerts