



Microsoft SharePoint 2013: Site Owner

Students will learn how to create, configure, and manage a SharePoint Team Site so that their organization can share information and collaborate effectively.

Length Days: 1 | Length Hours: 8

Target Audience

This course is designed for existing Microsoft SharePoint site users who will create and manage a SharePoint site.

Course Objectives

Upon successful completion of this course, students will be able to:

- Create and configure new SharePoint sites.
- Add document, asset, and wiki page libraries to sites and configure them.
- Add and configure announcement, task, calendar, contacts, and custom lists.
- Create and implement custom forms.
- Configures Site Settings, site search, and site navigation.
- Assign permissions and access rights to sites, users, and lists and documents.
- Configure content roll-up, and finalize site configuration.

Course Outline

1 - Creating a New Site

- Create a Site
- Change the Look and Feel of Your SharePoint Site

2 - Adding and Configuring Libraries

- Configure Document Library for Your SharePoint Team Site
- Configure the Site Assets Library for Your SharePoint Site
- Add and Configure a Wiki for Your SharePoint Site

3 - Adding and Configuring Lists

- Add an Announcement List
- Add and Configure a Task List
- Add and Configure Contact and Calendar Lists
- Add and Configure a Blog Subsite
- Add and Configure a Custom List to your SharePoint Site
- Customize List Forms

4 - Configuring Site Settings, Navigation, and Search

- Configure Site Search Options
- Configure Site Administration Settings
- Configure Site Organization and Navigation

5 - Assigning Permissions and Access Rights

- Sharing Sites and Setting Site Permissions
- Secure Lists, Libraries, and Documents

6 - Configure Content Roll-up, Summary Links, and Site Map

- Add and Configure the Content Search Web Part
- Add and Configure the Relevant Documents Web Part