

Microsoft SharePoint Server 2013 for the Site Owner/Power User

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?
- o Team Collaboration
- o Document Management
- o Social Features
- SharePoint Administrative Roles
- o Site Owner
- o Site Collection Administrator
- o Server Administrator
- SharePoint Administration Options by Role

Lab 1: None

- None

After completing this module, students 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

Lab 1: 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 sub site with unique permissions
- Set unique permissions on a library and a folder

After completing this module, students will be able to:

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

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 1: Site and Site Collection Features

- Add a Site Notebook to a Team Site.

After completing this module, students 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
- Configuring the Look and Feel of a Site
- Configuring Navigation Options
- Adding and Managing Pages
- Working with Web Part Pages

- Frequently Used Web Parts

Lab 1: 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, students will be able to:

- Create subsites from templates.
- Configure site navigation options.
- Create and edit pages.
- Create web part pages and manage web parts.

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
- Creating List and Library Views
- Working with Office Web Apps
- Organizing Content Using Folders and Metadata
- Picture, Asset and Other Libraries
- Configuring RSS Feeds
- Configuring Incoming Email

Lab 1: 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, students 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: SharePoint Workflows

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

Lessons

- SharePoint Workflows
- Out of the Box Workflow Demo

Lab 1: SharePoint Workflows

- Configuring an Approval Workflow

After completing this module, students 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 7: Monitoring SharePoint Activity

This module covers the use of SharePoint activity reports.

Lessons

- Storage Reports
- Usage Reports
- Search Reports

Lab 1: Monitoring SharePoint Activity

- Configuring an Approval Workflow

After completing this module, students will be able to:

- Use the Site and Site Collection reports.

Module 8: Advanced Document Management (Optional)

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
- Using Document Sets
- Using the Content Organizer

Lab 1: Advanced 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, students 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 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
- The Corporate App Store

Lab 1: None

- None

After completing this module, students will be able to:

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

Module 10: Social Features and the SharePoint Community Site (Optional)

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

Lessons

- Social Features
- Rating Stars
- Tags and Notes
- Micro-blogging
- Blogs
- Building online communities using SharePoint
- Discussion and Moderation
- Rating discussions and earning points

Lab 1: Social Features and 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, students will be able to:

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

Module 11: Additional Topics for Site Owners (Optional)

This module covers the several additional topics of interest to Site Owners.

Lessons

- Audiences
- Managing User Alerts
- List and Library Communications Options