SharePoint
Developing Skilled Users & Site Owners

Overview:

The SharePoint 2013 Site Owner course is designed for people who will be responsible for creating, managing and securing the components within SharePoint. These topics are covered in detail during this course.

Prerequisites:

This course is aimed at Site Owners that have already completed the SharePoint 2013 Essentials for End Users course or have equivalent experience.

Who should attend:

SharePoint site owners and administrators. Site Owners need to have an excellent understanding of some of the more complex parts of SharePoint including Site Customisation covered during this course.

Benefits:

• Create and manage a SharePoint 2013 teamsite
• Work with and create custom lists and views
• Create and maintain document library including version control
• Create and use Workflow and Alerts
• Create and use SharePoint 2103 Calendars and Tasks

Learning Outcomes:

• Site Owner responsibilities and best practices
• How to create and manage sites, workspaces and web pages
• How to create site templates
• Permissions, Security, and management best practices
• How to maintain and use list apps and library apps
• How to build, track and customise workflows
• Governance of documents including Records Center, information management policy settings and how to use workflows and the Content Organizer to manage document lifecycles.

Version(s):

2013, 2016

2 days

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Course times:

9:00am-4:30pm

Delivery Options

Public Schedule   Live Online

Group Training   In-house

Certificate upon Completion
Non-accredited course

To book this course:

Call: **1300-2-GO-CTS**
Web: www.ctstraining.com.au
Email: info@ctstraining.com.au

Content:

Site Owner Responsibilities

- Responsibilities of a Site Owner
- SharePoint user model – Site Owners and Site Members
- Security
- Structure
- Site Content Ownership

Creating and Managing Sites

- Introduction to Site Topology
- Site Templates
- How to Create a new Site
- Site Settings
- Apply and Edit Site Themes
- Deleting Sites
- Saving a Site Template

Permissions and Security

- Introduction to Security in SharePoint 2013
- Permissions, Permission Levels and SharePoint Groups
- Managing User Access to SharePoint Site
- Managing SharePoint Groups and Users
- Breaking Permissions Inheritance within the Site
- SharePoint Security Best Practices

Adding and Configuring Apps

- Using List and Library Apps
- Managing list & library properties
- Creating list templates
- Creating & managing columns
- Site columns
- Creating & managing views
- Document IDs, Document Sets and the Content Organizer
- Configuring advanced list & library settings
- SharePoint Marketplace apps

Creating and Managing Content Types

- Introduction to content types
- Creating & managing site content types
- Content type settings
- Document Sets
- The Content Type Hub
- Deploying content types

Creating and Managing Workflows

- Introduction to workflows
- Workflow scenarios
- Creating workflows
- Configuring workflow settings
- Adding workflows
- Approval workflow

Document LifeCycle

- An introduction to governance
- Information management policy settings
- Disposition workflows
- The Records Center
- The Content Organizer

Customising a Site

- Adding Pages to your SharePoint Site
- Adding and Modifying Web Parts
- Deleting Pages
- Look and Feel Settings
- Modifying Navigational Components
- Creating Site Templates