

# SharePoint 2013 Site Collection and Site Administration (55033)

- **Formato do curso:** Presencial e Live Training
- **Localidade:** Lisboa
- **Data:** 09 Mar. 2020 a 20 Mar. 2020
- **Preço:** 1740€
- **Horário:** Pós-laboral - 18h30 - 22h00
- **Nível:** Intermédio
- **Duração:** 35 horas

Este curso de 5 dias, É destinado a utilizadores avançados de SharePoint 2013, que pretendam fazer a administração de sites ou coleções de sites.

## Destinatários

Utilizadores avançados que pretendam gerir sites e coleções de sites em SharePoint 2013.

## Pré-requisitos

- Conhecimentos básicos de Windows
- Conhecimentos de Office
- Familiaridade com o SharePoint como utilizador

## Objectivos

No final da ação de formação os participantes deverão estar aptos a:

- Desenhar e implementar um Portal, incluindo sites, bibliotecas e listas
- Explicar segurança e permissões em SharePoint
- Implementar regras de consistência, tanto no aspeto como funcionalidade dos sites
- Melhorar o aspeto utilizando temas e web parts
- Explicar e implementar regras de governance com vista a gerir o crescimento futuro da estrutura
- Identificar opções para integrar dados externos no Portal

- Utilizar Social-Networking e mostrar o seu impacto a nível de colaboração
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## Programa

### **Getting Started with SharePoint 2013**

This module introduces SharePoint 2013 concepts to site collection and site administrators. Once administrators can explain basic terminology and how to navigate around SharePoint, they have a solid foundation for the rest of the course.

- Lessons
  - Exploring SharePoint 2013 Site Collection and Site Administrator Roles
  - Defining SharePoint Terminology
  - Navigating a SharePoint Site
  - Interacting with the Ribbon
  - Creating and Editing Basic Content

### **Planning a Company Portal Using SharePoint 2013**

Governance in SharePoint plays a critical role in determining the potential success of a SharePoint deployment. When a greater emphasis is placed on governance, it gives organizations a better chance to succeed in the deployment and maintenance of SharePoint. Each organization must ensure that the proper policies and procedures are in place to keep SharePoint aligned with the overall business goals, even as business needs change. This module introduces the concept of governance and highlights best practices.

- Lessons
  - Defining SharePoint Governance
  - Working with Information Architecture
  - Implementing Site Hierarchies

### **Creating a Company Portal**

The first major milestone, after planning the company portal, is executing and building the site structure. The site structure includes the components for storing and presenting information namely sites, lists and libraries and apps, which are new to SharePoint 2013. Because the site structure provides the framework for the entire portal, it is essential that site collection administrators have a firm grasp of creating sites, document libraries and lists, as well as managing navigation.

- Lessons
  - Creating a Site Structure
  - Defining SharePoint Apps
  - Customizing Lists and Libraries
  - Explaining Views on Lists and Libraries
  - Creating Views on Lists and Libraries
  - Modifying Navigation

- Lab : Creating a Structured Company Portal
  - Creating a New Main Department Site
  - Creating a New Child Department Site
  - Create New Apps for Documents and Lists
  - Modifying Columns on an Existing List
  - Adding Columns to an Existing List or Library
  - Working with Versioning and Content Approval
  - Creating a Custom View
  - Updating the Global Navigation
  - Updating the Current Navigation

## **Creating Consistency across Sites**

When setting up a SharePoint site collection, it will often involve repeating a certain number of tasks. Site collection administrators can reduce the effort of duplication by creating reusable objects in a central location by using the tools provided. When defining these in a single spot, site collection administrators can more efficiently manage their site collections as well as maintain consistency throughout the site.

- Lessons
  - Defining Site Columns
  - Defining Content Types
  - Implementing a Taxonomy
  - Configuring the Content Organizer
  - Using Templates to Promote Consistency
- Lab : Creating Custom Columns and Content Types
  - Creating a Content Type
  - Applying Content Types to Libraries
- Lab : Implementing a Taxonomy
  - Designing a Taxonomy
  - Adding Managed Metadata Columns
- Lab : Configuring the Content Organizer
  - Setting Column Default Values
  - Configuring the Content Organizer

## **Securing a Company Portal**

This module explains how permissions work within a site collection, and how the tools within SharePoint 2013 are used to manage and maintain them. It is crucial that SharePoint 2013 site collection and site administrators are able to create and manage permissions within SharePoint 2013.

- Lessons
  - Explaining Permissions and Security in SharePoint
  - Creating SharePoint Groups
  - Managing Permissions within SharePoint
  - Sharing versus Traditional Security

- Lab : Managing Permissions in SharePoint
  - Viewing Permissions of SharePoint Objects
  - Adding Users and Groups to SharePoint Objects
  - Creating a New SharePoint Group with Custom Permissions
  - Creating New SharePoint Objects with Unique Permissions

## **Customizing the Look of a Portal**

This module explains how to design a company portal using out-of-the-box web parts and themes in SharePoint 2013.

- Lessons
  - Changing the Appearance of the Portal
  - Editing a Page
  - Working with Web Parts and App Parts
  - Targeting Audiences with Content
- Lab : Adding and Configuring Web Parts
  - Creating the Content Type
  - Applying the Content Type
  - Creating a List Template
  - Adding Content to a List
  - Creating a Managed Property
  - Adding the Content Search Web Part
- Lab : Connecting Web Parts
  - Creating a Project Site
  - Creating an Issue Tracking List
  - Updating the Home Page
  - Testing the Home Page
- Lab : Applying Themes to Your Company Portal
  - Adjusting the Theme
  - Changing the Logo

## **Extending a Company Portal**

This module covers how companies can extend their SharePoint 2013 environment to include data from other line of business applications using SharePoint Designer 2013. It also explores how companies can leverage SharePoint for records management and eDiscovery.

- Lessons
  - Creating External Content Types
  - Setting up an eDiscovery Center
  - Exploring other Records Management Options
- Lab : Accessing External Data
  - Create the External Content Type

- Creating the Lists and Forms
- Testing the External List
- Working with Business Data Web Parts

- Lab : Leveraging Records Management to Preserve Data
  - Using a Records Center
  - Using an eDiscovery Center

## **Leveraging Web Content Management**

This module defines the process for using the publishing features of SharePoint 2013 to create rich content pages.

- Lessons
  - Enabling Web Content Management
  - Managing the Structure of Web Content
  - Navigating a Site Using Managed Metadata
  - Configuring a Published Approval Workflow
- Lab : Creating a Rich Publishing Site
  - Creating a Web Content Management Site
  - Creating a News Site
  - Setting the Default Page Layout
  - Configuring Image Renditions
  - Creating News Pages
- Lab : Configuring a Published Approval Process
  - Adding a Publishing Approval Workflow
  - Testing the Workflow
- Lab : Implementing a Managed Navigation Site
  - Enabling the Managed Metadata Navigation
  - Creating Navigation Terms
  - Creating Additional News Pages
  - Controlling the Navigation and Page Structure

## **Bridging the Social Gap**

An important advancement in SharePoint 2013 is the expansion of social computing features. Many organizations have challenges when working with internal talent management, also known as knowledge management. For example, an organization may need to find an individual with the specific skills and knowledge to assist in completing a task or project. SharePoint 2013 offers a viable platform to help organizations with talent or knowledge management.

- Lessons
  - Configuring Social Features in SharePoint 2013
  - Creating a Community Site

- Lab : Designing a Social Experience in SharePoint 2013
  - Enabling Content Ratings
  - Configuring RSS Feeds
  - Enabling Social Features in My Profile
- Lab : Creating a Community Site
  - Creating the Community Site
  - Configuring the Community Site
  - Creating a Discussion
  - Replying to a Discussion
  - Managing a Discussion

### **Finding Information Using Search**

It is often challenging for many organizations to find information quickly and easily. Users can use the search function within SharePoint 2013 to search across a variety of content sources including documents, people and line of business applications with little to no additional configuration. With a small amount of effort, however, organizations can create a robust search experience that is in alignment with their business needs. In this module, students will learn how to leverage search within SharePoint 2013 to help users more quickly find the information they need.

- Lessons
  - Exploring the Search Features of SharePoint 2013
  - Configuring the Search Settings
- Lab : Configuring an Advanced Search Center
  - Connecting to a Search Center
  - Creating a Managed Property
  - Creating a Result Source
  - Configuring the Search Center
  - Updating the Refinement Panel
  - Updating Search Navigation

### **Controlling and Planning for Growth**

It is necessary to develop a formal governance plan and committee to maintain quality and consistency in SharePoint. Governance defines policies, procedures and guidelines for how SharePoint will be managed and outlines the roles, responsibilities and actions required to administer and support the SharePoint environment.

- Lessons
  - Reviewing Governance for Site Administration
  - Discussing the Execution of Governance

### **Administering a Company Portal Built on SharePoint 2013**

This module covers other tools and settings in SharePoint 2013. Site collection administrators or site administrators work as part of their day-to-day activities.

- Lessons

- Exploring Settings for Site Collection Administrators

- Exploring Settings for Site Administrators