



SharePoint

SP380: SharePoint Training for Power Users (Site Owners and Site Collection Administrators)

\$2,995.00

- 5 Days
- Role-based approach to SharePoint training
- Compatible with Microsoft Official Curriculum MOC 55234 and MOC 55033

Upcoming Dates

Course Description

In this **5-day** instructor led course, students will learn what they need to know to succeed as site owners or site collection administrators in SharePoint. Each Module is carefully crafted to prepare students to gather knowledge, perspective, and finally experience that only Instructor Led Training can provide. This is a very hands-on course. Students will spend a huge portion of the course in the product learning firsthand how to configure and then use the features that a site owner and or site collection administrator needs to know to succeed in their role in SharePoint. Although all labs will be performed in an on Premises deployment of SharePoint 2016, the material has been carefully crafted to be applicable to the role of Site Collection Administrator in SharePoint 2007, 2010, 2013, 2016 and SharePoint Online.

Course Outline

Module 01: What is SharePoint?

Students will learn the fundamental building blocks in SharePoint that they will later use to create robust business solutions. It all starts here. This module covers:

- Discussion of uses and roles
- The SharePoint Object Model for Power Users
- Functionality via SharePoint Features
- SharePoint Versions
- Hybrid Environments

Lab 01 – Students perform a guided exploration of the classroom lab environment. Learn how to log in, navigate around and explore different environments that they will be creating from scratch throughout the course. Students will set up all their bookmarks, and email and Office Settings.

Module 02: List and Libraries

This module covers the fundamental data container SharePoint uses, the list. All aspects of the list object are covered in the scope of the Site Owner and Site Collection Administrator. Each area of the template, form, structure and purpose of most of the out of the box templates are covered as well as creating and configuring custom list apps in the browser. Web parts are also covered in this section.

- Description of List Apps
- List Columns
- Site Columns
- Calculated Columns

- Look Up Columns
- Managed Meta Data Columns
- Column Validation
- List Validation
- List / Library Templates
- Versioning
- Advanced Settings

In this module students also get to explore the configuring, managing and using of Document Library Apps in SharePoint. Students are guided on best practices with the settings including the implications of some of the server architectural changes with SharePoint in regard to storage. Strategies for different scenarios on the settings used are covered in depth.

Lab 02 – Students work with several of the deployed collaboration list apps. They extend them with list columns based on the most common list column data types. Students also create site columns and then create multiple views on each of the lists they created. They set up versioning and work with creating and then deleting the different versions. Students also create and use calculated columns as well as saving a list as a template.

Module 03: SharePoint Sites

One of the core success areas of SharePoint has been the powerful collaboration features that come out of the box. SharePoint has kept this going and in this module students will learn the ins and outs of all of the components necessary to build exciting business solutions for their organization.

- Site Components
- Sites by Category
- Collaboration Site Navigation
- Publishing Site Navigation
- Site Features
- The Recycle Bin

Lab 03 – Students create sub sites based on out of the box collaboration templates deployed to their environment. They learn to plan, diagram and then create the site navigation. Some of the sites will inherit the parent site navigation and some will not. Some of the sites will have different feature settings. Students will build upon their earlier skills to create a set of lists and libraries with content and settings adjusted and they will also be able to create a site from a template they created. Students will send items to the Recycle Bin and then restore them.

Module 04: Site Collections

Possibly one of the key concepts to a successful implementation and farm expansion is the understanding of the Site Collection in SharePoint. Students will work with both path based as well as host named site collection scenarios and understand the boundaries and freedoms of working with site collections.

- What are Site Collections?
- How are Site Collections Used?
- The Top Level Site
- Site Collections and Security
- Site Collections and Navigation
- Site Collection Features
- Solution Galleries
- Site Assets Gallery
- Managed Paths
- Architecture

Lab 04 – Students will be given a set of requirements and then build out one section of the entire architecture. They will use all of the

concepts covered in the lecture and demo section in order to complete the lab. Building upon earlier concepts they optionally may use a site template created earlier. At this point, students will have built out a large portion of the infrastructure of a true Intranet within SharePoint.

Module 05: SharePoint Security

One of the most misunderstood features of SharePoint is the security model. In this module Students are guided through the concepts of Authentication at a high level and then work with those concepts to learn how to configure SharePoint Security. Best practices and practical solutions are discussed and reviewed. Students will know how, when and why to configure SharePoint security.

- Users and Content
- Permission Hierarchy
- Active Directory Groups
- SharePoint Groups
- Permission Levels
- Securing SharePoint Objects
- Inheritance
- Web Application Security
- Anonymous Authentication
- Custom Permission Levels
- Custom SharePoint Groups
- External Sharing (SharePoint Online)
- Strategies

Lab 05 – Students will use the out-of-the-box collaboration SharePoint Groups to manage access to the Sites Collections created earlier. They will then create a custom SharePoint Group, create a custom permission level and apply it to the group for one of the Site Collections. Students will then break inheritance at the list (or library) item level, the List or Library Level, the Site Level and then re-institute inheritance in order to see the effects and possible complications from breaking inheritance.

Module 06: Site Columns and Content Types

It is often said that Site Collections, Search, and Content types are the secret sauce of a successful SharePoint implementation. This module covers the content type's part of the equation. Students will go through a variety of options and walk away with the ability to plan and integrate content types on an enterprise level.

- What are content types?
- The importance of Site Columns
- The content type and site column galleries
- Templates and Content Types
- Enterprise Content Types and Non-Enterprise Content Types
- Content Type Hub – Enterprise Content Types

Lab 06 – Students will go through the process of planning and then implementing custom content types in order to understand their importance in unlocking some of the most amazing built in functionality of SharePoint.

Module 07: Web Parts

In the list and library app modules web parts for dealing with those components were covered. This module is a deep exploration of the available web parts and how to work with them in the simple as well as complex perspective. The idea of taking web parts to the next level with connections and views are explored.

- What are Web Parts?
- Where Are the Web Parts?
- List and Library Web Parts
- Web Part Properties
- The Web Part Gallery

- Attaching Web Parts to Different Views
- Web Part Pages
- Wiki Pages
- Web Parts Maintenance Page
- Connecting Web Parts

Lab 07 – Students work with many of the Web Parts covered in this module. They will learn how to work with the Web Parts Settings in order to change the way the Web parts are working on their pages.

Module 08: Workflow

This is an in depth look at both the implications, strategies, and finally crafting of workflows from the perspective of the site owner and site collection administrator. Students will also be introduced to SharePoint Designer 2013, a tool they may both use and support.

- What is Workflow?
- Out-of-the-box Workflows
- SharePoint Designer Workflows
- SharePoint 2010 Workflows
- SharePoint 2013 Workflows
- Workflow Manager
- Initiation
- Steps and Stages
- Task Lists
- History List
- What is SharePoint Designer 2013?
- The Role of SharePoint Designer 2013
- Creating Content with SharePoint Designer 2013
- Restricting Access to SharePoint Designer 2013

Lab 08 – Students will work with SharePoint Workflow to automate some business processes.

Module 09: Web Content Management

SharePoint has seen significant advances as it relates to the Content Management story. The process of configuring and then using the out of the box feature set is covered as well as planning and strategies for taking customization to the next level. Particular attention is paid to making sure students understand the processes involved so they will know how to implement and then use this important set of features.

- Publishing Feature
- Publishing Security Groups
- Publishing Libraries
- Publishing Templates
- Master Pages
- Page Layouts
- Cross Site Publishing
- Product Catalog

Lab 10 – Students will explore the Web Content Management features of SharePoint via working with a Site Collection where the top level site is based on the Publishing Portal.

Module 10: No Code Branding

Branding in SharePoint refers to customizing the look and feel of the User experience. This has traditionally been something that developers have handled. In SharePoint the branding capabilities that are in the hands of the Site Owner or Site Collection administrator have been expanded considerably. In this module students will discover just how far they can take it before calling in the Developers.

- Browser Based Branding
- SharePoint Designer
- Collaboration Sites
- Publishing Sites

Lab 10 – Students will use the out-of-the-box branding features of SharePoint to change the look and feel of SharePoint’s standard presentation. They will explore most of the out-of-the-box browser-based options available.

Module 11: Search

In previous releases of SharePoint most of the amazing functionality of SharePoint Search was configured by the Farm Administrator or Search Expert. In SharePoint 2013, SharePoint the Site Collection Administrator and Site Owner have much more power in their hands to create sophisticated solutions via out of the box web parts and schema settings. Students will learn of the new features and how they can use them to help users find what they want when they want it.

- Search Architecture
- Enterprise Search Center
- Search Schema
- Managed Properties and Crawled Properties
- Search Web Parts
- Result Sources
- Search Center Navigation

Lab 11 – Students will work with the Enterprise Search Center Site Template in order to maximize the user experience with SharePoint Search as a Site Collection Administrator

Module 12: Social Features

The idea of communities within organizations has been expanded yet again in this release of SharePoint. There are several new pieces to the puzzle and in this module, students will explore and work with the feature set.

- Enterprise Strategy
- My Sites
- Sharing Content
- Tagging and Notes
- Social Features and Search
- Micro blogging
- Feeds
- Community Site Template
- Community Portal Template

Lab 12- Students will work with the current Social features from the Site Owner and Site Collection Administrators perspective.

Students will explore and work with Community Sites and explore the Community Portal which has been deployed in order to create a full-fledged Knowledge Base Sharing solution.

Module 13: Information Management Policy and Records Management

SharePoint remains a popular choice for those organizations that are concerned with data security compliance. SharePoint’s out of the box compatibility with many of the most common standards is largely due to its ability to implement an information management policy.

In this module students learn what they are and how to configure them.

- What is information Management Policy?
- What can it be configured to manage?
- How Do I create it
- How do I use it
- Auditing in General
- Considerations

Depending on the organization's records management requirements and strategies, the Site Owner and Site Collection administrator can play a huge role. This module covers many of the new features as well as the ones carried forward in order to configure and manage a successful Records Management strategy in SharePoint

- The E Discovery Center
- E Discovery
- In Place Holds
- Site-level Retention Policies

Lab 13 – Students will set up Site Collection Auditing and be led through some of the other features covered in this module.

Module 14: Architecture, and Resources

The last module of the class is a breakdown of the process of implementing a governance strategy. Several of the most successful proven techniques are discussed along with some very successful but lesser known approaches to this important topic. Students are then presented with 'where do we go from here' options as the complete the class.

- Governance
 1. What is Governance?
 2. Controlling SharePoint Sprawl
- Reigning in users and Rolling out process
 1. Auditing and Reporting Strategy Planning
 2. Proven Strategies for Successful manageable rollouts
 3. User Training Strategies
- Resources
 1. Online Resources
 2. Blogs to Follow
- Where To Go From Here
 1. Video Training Options
 2. Book Recommendations
 3. Where to get a Practice Environment

Audience

The audience for this course is anyone who will either be in the Site Owner, or Site Collection Administrator Role in SharePoint. Since SharePoint Farm Administrators, and Developers need to support the Site Owners and Site Collection Administrators this course is a prerequisite for any of our other SharePoint offerings.

Prerequisites

We do not require previous SharePoint knowledge

What You Will Learn

Students will learn the skills and perspective to succeed as site owners and or site collection administrators in SharePoint.

This course is an excellent tool to help prepare students for the MOS SharePoint 2013 certification exam 77-419

The Modules are:

Module 01: What is SharePoint?

Module 02: Lists and Libraries

Module 03: SharePoint Sites

Module 04: Site Collections

Module 05: SharePoint Security

Module 06: Site Columns and Content Types

Module 07: Web Parts

Module 08: Workflow