
Microsoft SharePoint Foundation 2013: Site Administrator

Course Content

In this 1-day course, students will learn the role of Microsoft SharePoint Foundation 2013 Site Administrator.

SharePoint is a platform that is designed to facilitate collaboration, allowing an organization to share information and work effectively. This role determines what features and options to make available in SharePoint to meet business needs.

Administrators will learn how to create and manage a group of SharePoint sites, add features at the site collection level, implement records management, as well as

manage workflows. With proper implementation, users will effectively collaborate and the organization will enjoy automation of business processes, saving time and money.

By the end of this course, administrators will be able to create and configure a site collection, as well as administer site quotas, auditing, and backup. They will also be able to configure the top-level site and understand metadata, tag clouds, RSS viewers, and document sets. We'll also explore archiving and compliance features, as well as workflow and search options.

Lessons include the following:

- Create and Configure a Site Collection
 - Set Quotas
 - Configure Audit Options
 - Back Up Your Site Collection
- Configure the Top-Level Site
 - Add a Cloud Tag Web Part
 - Add and RSS Feed to Your Site
 - Enable Email Connectivity for a Library
 - Create and Configure Document Sets
- Configure Site Collection Metadata
 - Create a New Content Type
 - Add Columns to Content Types
 - Add a Custom Content Type to a List
- Manage Archiving and Compliance
 - Configure In-Place Records Management
 - Configure Information Management Policies
 - Configure Content Organizer Rules
- Create and Test a Workflow
 - Plan a Workflow
 - Create and Publish a Workflow
 - Test Your Workflow
- Configure Search
 - Configure Search Options
 - Search for Content and Set Alerts