Microsoft SharePoint Foundation 2013: Site Owner

Course Content

In this 1-day course, students will learn the role of Microsoft SharePoint Foundation 2013 Site Owner. These owners will learn how to create, configure, and manage a SharePoint Team Site, allowing their organization to share information and effectively collaborate.

SharePoint is a platform that is designed to facilitate such collaboration and owners will explore the creation and configuration of new SharePoint sites. We'll build upon this by adding components such as document libraries, wiki pages, and asset libraries. We'll add calendars, contacts, announcements, tasks, even custom lists. Owners will assign permissions and configure other complex Site Settings, and Web Parts including search, navigation, and content roll-up.

By the end of this course, owners will understand content structures, options, and features and how to properly configure them in SharePoint Foundation 2013

Lessons include the following:

- Create a New Site
    - Change the Look and Feel
- Add and Configure Libraries
    - Configure a Document Library
    - Configure Site Assets Library
    - Configure a Wiki
- Add and Configure Lists
    - Add an Announcement List
    - Add and Configure a Task List
    - Add and Configure Contact and Calendar Lists
    - Add and Configure a Blog Subsite
    - Add and Configure a Custom List
    - Customize List Forms

- Configure Site Settings, Navigation, and Search
    - Configure Site Search Options
    - Configure Site Administration Settings
    - Configure Site Organization and Navigation
- Assign Permissions and Access Rights
    - Sharing Sites and Setting Site Permissions
    - Secure Lists, Libraries, and Documents
- Configure Content Roll-up, Summary Links, and Site Map
    - Add and Configure Content Search Web Part
    - Add and Configure the Relevant Documents Web Part