

SharePoint Training DVD Videos



SharePoint 2013 Administration

Intended for: **Enterprise Content Managers / Administrators
Planners / Project managers**

Prerequisites: None

Hours: 16 hours of video + 18 hours of hands on labs

OVERVIEW

The SharePoint Administration class is about enterprise content management and making information consistent across the entire SharePoint deployment. SharePoint provides many advanced document management and information architecture tools that are not obvious out of box, and the goal of this class is understand how these features work and integrate.

Learn Enterprise Content Management, Taxonomy & Information Consistency, Search, Admin Tools:

- Learn site collection management and understand when to create separate site collections
- Use site columns, managed metadata service, and content types to keep metadata consistent across site collections
- Utilize document sets to apply workflows, metadata, and versions to a collection of documents
- Understand record management capabilities by setting up records center and in-place records management. Also, learn about eDiscovery.
- Manage user profiles, audiences, and promoted sites
- Administer search content sources, managed properties, search centers, and search refinement web parts
- Understand query rules and entity extraction in search
- Create data views to external data using SharePoint Designer
- Get an introduction to Excel Services and Secure Store Service
- Create external content types and lists using SharePoint Designer
- Test all of your enterprise content management skills by completing the final project

1. Definitions, History, and Expectations

- Definitions
- History
- Editions
- How to Make SharePoint Successful

2. Sites, Lists, Versioning

- Site Collection
- Site
- Navigation
- Features
 - Site template comparison
- Navigation
- List = App
 - Columns
 - Views
 - Sharing
 - Collaborative editing and SkyDrive Pro
 - Versioning
 - Alerts and popularity
- List specific features
 - Connect to Outlook
 - Calendar aggregation
 - Task indents and timeline

3. Social, User Profiles, My Site

- User Profile and Personal content
 - Basic information
 - Contact and details
 - Contact and details
- Task aggregation on my site - synchronization all tasks from all site collections to person's my site
- Newsfeed and Following
 - Commenting, hashtags, likes

- Aggregation and settings
 - Follow sites, people, hashtags
- Community site template
 - Discussions
 - Reputation and badges

4. Pages, Web Parts, Apps, and Themes

- Types of Pages
- Web Parts

5. InfoPath in SharePoint

- Form design
 - Fields / columns
 - Visual layout
 - Two column layout
 - Four column layout
 - Logic
 - Rules
 - Validation
 - Hide / show controls
 - External data
 - Get data from other SharePoint lists or databases
- InfoPath Form Web Part
- List forms vs. form library
 - Digital signatures
 - Complicated schema - not all fields stored in SharePoint list

6. Workflows with SharePoint Designer

- Introduction
- Two platforms and what's new in 2013
- Definitions
- Stages, steps, and loops
- Conditions and branches
- Actions and variables
- Workflow types and association
- Information Management Policies
- Export and import workflows

7. Security Authorization

- Permissions and Permission Levels
- Site Collection Administrator
- Authentication vs. Authorization
- What provides authentication
- Who can assign permissions
- SharePoint groups
- Web Part to show users and SharePoint groups that have access to the site

8. Site Administration Tools

- Manage Content and Structure Tool
- Features
- Recycle Bin
- List and Site Templates
- Usage Statistics

9. Project: Libraries and Lists

- Setup Research Papers library with folders and metadata
- Setup Area for Industry Clinic project management

10. Mobile Access

- Windows 8 phone
- iPad
- Android browser

SECTION 2 - Administration

1. Site Collection Management

- Definition
- Why separate site collections
- Management

2. Site Columns

- Site Columns definition
- Scopes and updates

3. Managed Metadata

- Terms sets and term groups
- Local vs. Global context
- Enterprise keywords
- Social tags
- Search refinement based on metadata

4. Content Types

- Content type use cases
- Content type hierarchies and inheritance
- Using content types to create information architecture
- Document templates
- 2010 Workflows and information management policies for content types
- Content Type Syndication Hub
 - How it works
 - Relation to managed metadata
 - View and other settings

5. Document sets

- Metadata and page layouts
- Versioning and workflows
- Document ids

6. User Profiles

- User profile properties
- Audiences
- My site settings

7. Search Administration

- Content Sources and Crawl Rules
- Properties
- Refinement in search web parts
- Query Rules
- Analytics
- Entity Extraction

8. Final Project

- Metadata and Search

9. Records Management

- In place records management
- Record center template and use of content types
- Making documents into records using workflows
- eDiscovery cases
 - eDiscovery sets
 - Sources
 - Custodians
 - Queries

10. External Data and Business Data Services

- Data Sources and Data Views
- Secure Store Service
 - Application definitions
 - Credentials
- Business Data Services
 - External content types and lists in SharePoint Designer
 - Editing forms using InfoPath Forms