



To register or for more information call our office (208) 898-9036 or email register@leapfoxlearning.com

SharePoint 2013 Site Administration Class

Duration: 2 days

This 2-day course is designed for individuals who need to know how to administer a SharePoint team site. In this course, you will learn the tools necessary to successfully administer a SharePoint team site. These tools include: understanding permissions, controlling permissions, creating lists and libraries, and managing content. This course does not take you through Central Administration as most basic site administrators are not site collection administrators.

Day 1 SharePoint Basic Site Administration

Chapter 1: Understanding site permissions

- Default permission levels on a SharePoint site
- Default groups on a SharePoint site
- Inheriting permissions vs. unique permissions
- Site areas where permissions apply
- Configuring permission levels

Chapter 2: Creating and initially customizing a site

- Creating a team site
- Setting initial permissions
- Setting a site theme

Chapter 3: Working with document libraries

- Creating a document library
- Setting check-out and check-in
- Setting versioning
- Testing the document library
- Setting the folder structure

Chapter 4: Adding lists

- Setting up contact lists
- Setting up surveys
- Testing surveys
- Analyzing surveys
- Sharing information with Excel

Chapter 5: Adding tracking lists

Setting up a task list
Setting up a tracking list

Chapter 6: Setting up custom lists

Exploring and creating site columns
Changing the column lineup in lists
Creating a custom list in SharePoint
Creating a custom list from excel

Chapter 7: Setting up permission groups

Setting up custom permission groups
Adding members to groups
Giving groups permissions on a site

Chapter 8: Setting up permissions on lists and items

Setting permissions on lists
Setting permissions on list items

Chapter 9: Setting up communication pieces creating discussion

Boards
Creating wikis

Day 2 SharePoint– Basic Site Administration**Chapter 10: Working with views**

Changing default views
Creating public views
Working with mobile views

Chapter 11: Working with web parts

Creating web part pages
Adding and customizing web parts

Chapter 12: Working with workflows

Working with existing workflows
Creating workflows
Testing workflows

Chapter 13: Working with content types

Creating content types
Adding templates to content types
Using content types on lists

Chapter 14: Setting up templates

Creating site templates
Using site templates
Creating list templates
Using list templates

Chapter 15: Customizing site navigation

Customizing the quick launch
Customizing the top link bar

Chapter 16: Setting final site permissions

Creating custom permission levels
Deciding on your site permissions