

Hands-on course , 2
day(s)
Ref : HAI

Participants

Editorial managers, Project managers at project owners, contributors in charge of setting up and developing a SharePoint 2013 portal, SharePoint 2013 site managers on a corporate intranet.

Pre-requisites

Knowledge of the Internet and its terminology. Basic knowledge of SharePoint or knowledge equivalent to that provided by the course SharePoint 2013 for Users/Contributors (code HAU).

Next sessions

SharePoint 2013 for Designers

OBJECTIVES

This course will teach you all non-technical aspects of administering a SharePoint site on an everyday basis. You'll learn how to manage different types of content and their publication. You'll see how to effectively personalize lists and libraries, search and workflows.

[1\) Overview of SharePoint Server 2013](#)

[2\) Managing lists and document libraries](#)

[3\) Searching and navigating in SharePoint 2013](#)

[4\) Office integration](#)

[5\) Type of content](#)

[6\) Security management](#)

[7\) Workflow](#)

1) Overview of SharePoint Server 2013

- Users/contributors view and administrators.
- Sites, Lists, Document Libraries, and Web Parts.
- Team and community sites. Hierarchy of a site.
- What's new in SharePoint 2013.

Workshop

Using the ribbon, managing newsfeeds.

2) Managing lists and document libraries

- What's new in SharePoint 2013 lists.
- Create a team site and configure the lists of the document library.
- Manage list items and views. Metadata lists, navigation.
- Share a document, create Wiki pages.
- Handle directories. Properties, workflows and document settings.
- Customize lists and the document library. Manage security.
- Integration with Outlook and SharePoint Workspace.

Workshop

Using lists and libraries. Creating templates.

3) Searching and navigating in SharePoint 2013

- Metadata navigation.
- Architecture of information sites.
- Search, search index, advanced search, People Search, Refinement...
- Search security, Web Parts and notifications.
- Customize search results.

Workshop

Searching content and working with the new search engine.

4) Office integration

- Integrating SharePoint with Office.
- SharePoint WorkSpace, InfoPath, SharePoint Designer, Excel, Access, Outlook and PowerPoint.

Workshop

Publishing a page from Word. Integrating a PowerPoint presentation into a portal.

5) Type of content

- Architecture of content types..
- Create and manage a Colum site and content types.
- Configure documents, Term Stores.
- Manage metadata with content types in the same scenario.

Workshop

Creating and managing a Colum site and content types. Managing your documents.

6) Security management

- Guiding principles: Authentication and authorization.
- Secure elements. Best practices.

Workshop

Defining how to access your site and its pages.

7) Workflow

- Overview. Standard workflows.

- Creation, configuration and deployment of Workflows.
- Create a Workflow via SharePoint Designer 2013.

Workshop

Design and use a Workflow.