

## Microsoft SharePont Server 2013 for the Site Owner/Power User (55035)

- **Formato do curso:** Presencial e Live Training
- **Localidade:** Lisboa
- **Data:** 14 Dez. 2020 a 15 Dez. 2020
- **Preço:** 860€
- **Horário:** Laboral - 9h30 - 17h30
- **Nível:** Intermédio
- **Duração:** 14 horas

Este curso de 3 dias, é destinado a utilizadores avançados de SharePoint 2013, que pretendam fazer a administração rudimentar de sites ou coleções de sites.

### Objetivos:

No final da ação de formação os participantes deverão estar aptos a:

- Gerir Sites e Coleções de Sites
- Adicionar utilizadores, e gerir permissões ao nível de uma lista/ biblioteca
- Adicionar e configurar web parts
- Configurar opções de Site (Título, descrição, icon, navegação e tema)
- Navegação de Sites
- Ver relatórios de atividade
- Customizar listas e bibliotecas
- Colunas de Site e Tipos de Conteúdo
- Configurar versionamento, Check-In/ Check-Out, Aprovação
- Criar e modificar páginas

### Destinatários

- Gestores de Sites de SharePoint
- Gestores de Coleções de Sites de SharePoint

# Pré-requisitos

- Conhecimentos básicos de Windows
  - Conhecimentos de Office
  - Experiência com o SharePoint como utilizador
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## Programa

### **The Role of the Site Owner**

This module provides an introduction to the topics covered in the class, introduces SharePoint terminology and gets a start in navigation.

- Lessons
  - What is SharePoint?
  - SharePoint Administrative Roles
  - SharePoint Administration Options by Role

### **Users, Groups and Permissions**

This module covers the management of SharePoint users and user security.

- Lessons
  - SharePoint Security Best Practices
  - Users and Groups
  - Adding Users and Groups
  - Adding Site Collection Administrators
  - Permissions and Permission Levels
  - Creating Custom Permission Levels
  - Configuring List and Library Permissions
  - Working with Audiences and Content Filtering
  - Managing User Alerts
- Lab : Users, Groups and Permissions
  - Add new users to a site
  - Create a permission level for Add, Edit, but not Delete
  - Create a new group for the site
  - Create a new group for granular permissions
  - Create a subsite with unique permissions
  - Set unique permissions on a library and a folder

### **Site and Site Collection Features**

This module covers the use of SharePoint Features to add and remove functionality.

- Lessons
  - What is a Feature?

Activating and Deactivating Features  
Commonly Used Features

- Lab : Site and Site Collection Features  
Add a Site Notebook to a Team Site

## **Managing Sites and Pages**

This module covers the creation and management of SharePoint sites and pages.

- Lessons  
Creating Subsites  
Site Templates  
Site Lifecycle and Site Deletion  
Configuring the Look and Feel of a Site  
Configuring Navigation Options  
Language Settings  
Adding and Managing Pages  
Working with Web Part Pages  
Frequently Used Web Parts
- Lab : Managing Sites and Pages  
Create a Project site  
Create a page about an event  
Create a web part page and work with web parts

## **Working with Lists and Libraries**

This module covers the use of SharePoint lists and libraries.

- Lessons  
SharePoint Lists and List Features  
Document Libraries  
Libraries vs. Lists with Attachments  
Adding Columns to Lists and Libraries  
Column and Item Validation  
Enterprise Metadata and Keywords Settings  
Creating List and Library Views  
Working with Office Web Apps  
Organizing Content Using Folders and Metadata  
Picture, Asset and Other Libraries  
Working with the Recycle Bin  
Configuring RSS Feeds  
Configuring Incoming Email  
About Tags and Notes and Ratings
- Lab : Working with Lists and Libraries  
Customizing lists and libraries

Open, edit and manage documents in Microsoft Office applications and Office Web Apps  
Delete documents and recover them from the Recycle Bins  
Configure and work with document versioning  
Create metadata grouped views  
Create a custom Calendar view on a library

## **Document Management**

This module explores the document management features of libraries.

- Lessons
  - Information Management Policy Settings
  - Auditing List and Document Activity
  - Working with Site Columns and Content Types
  - Built-in Content Types
  - Managing Business Content Using Content Types
  - Using Document Sets
  - Using the Content Organizer
  - An Overview of Records Management
- Lab : Document Management
  - Create a Content Type for Purchase Orders
  - Add Content Types to a library
  - Configure Document Sets
  - Editing and managing documents in a library

## **SharePoint Workflows**

This module provides an overview of the SharePoint 2013 workflow features.

- Lessons
  - SharePoint Workflows
  - Out of the Box Workflow Demo
- Lab : SharePoint Workflows
  - Configuring an Approval Workflow

## **Monitoring SharePoint Activity**

This module covers the use of SharePoint activity reports.

- Lessons
  - Usage Reports
  - Search Reports

## **SharePoint Apps (Optional)**

This module provides explores SharePoint 2013 Apps.

- Lessons
  - What is an App?
  - Working with Built-in Apps
  - The SharePoint App Store
  - The Corporate App Store
  - Request an App
- Lab : SharePoint Apps
  - Browse the SharePoint App Store and download a free app. (Optional)

### **The SharePoint Community Site (Optional)**

This module covers the use of the SharePoint 2013 Community Site.

- Lessons
  - Building online communities using SharePoint
  - Discussion and Moderation
  - Rating discussions and earning points
- Lab : The SharePoint Community Site
  - Hands-on practice is delivered as part of the instructor's presentation. The students will use the features of the module in an instructor led collaboration experience.