

Microsoft SharePoint On-Premises Team Site Management (2013 & 2016)

Learn via: **Classroom/Virtual**

Duration: **3 Days**

Overview

This course is aimed at users of SharePoint Server 2013 and 2016. If you are using SharePoint Online (SharePoint in Office 365) please refer to the course QASPOTSM - SharePoint Online Team Site Management.

The goal of this course is to provide you with the knowledge required for a Site Owner role. You will create, customise and manage SharePoint online sites and workspaces in response to the differing needs of your site members and visitors, and according to the infrastructure of the business.

You will identify the roles and expectations of a site owner. You will see how to manage sites and users by defining permissions, structure, content and policy. You will see how to gather information about the site's usage as a means to maintain the site and identify where improvements can be made.

Prerequisites

- A basic understanding of Windows 7, 8 or higher
- Good experience using Internet Explorer or an equivalent browser
- Fundamental experience with SharePoint 2013 / 2016 is recommended, such as Log in and navigation around the service
- Experience using Microsoft Office applications, such as Word and Excel
- Experience with the topics covered on, or have attended, the SharePoint On-Premises End User Level 1 (QASPEUPL1) and SharePoint On-Premises Core Skills Level 2 (QASPEUPL2) or equivalent courses (e.g. QASPSA13D3)
- Have an understanding of what is expected of them by their organisation as a team site owner and how their newly developed skills will be used in the business

What You Will Learn

- Define the site architecture model
- Create and manage user groups
- Define SharePoint site and content security with permissions
- Define and create the navigation model for sites and apps
- Design the appropriate tools to search for content
- Apply their knowledge of web page editing to make content easier to process
- Create site reports to analyse and maintain SharePoint sites and their usage

Outline

Module 1: Site Architecture Model

- First steps of planning
- Information hierarchy
- Site structure
- Roles within team site management
- Site types
- SharePoint object naming
- Creating SharePoint objects
- Site Solutions
- Workspaces

Module 2: Users, Groups and Permissions

- Understand permissions
- Security elements
- Permission planning process
- Create and manage permission levels

- Create and manage SharePoint Groups
- Create and manage users in a group
- Permission inheritance
- Quick Share
- Permission Tips

Module 3: Managing Site Content

- Managing site columns
- Apply site columns to apps
- Index columns
- Taxonomy and terms
- Site content types
- Document sets
- Folders

Module 4: Navigation Structure

- Team site navigation
- Top Link bar
- Quick Launch pane
- Direct link editing
- Links list
- Promoted links
- Metadata navigation and filtering
- Site Search
- Publishing site navigation

Module 5: Web Part Pages

- Site web pages
- Web Parts
- Web part connections
- Additional web parts
- View and form pages
- Audience targeting
- Group Calendars

Module 6: Reports

- SharePoint reports
- Usage reports
- Search reports
- Inventory reports
- Audit log reports