SharePoint 2013 Site Owner, Part 2 of 2: Managing Sites

Meet the expert: Philip Wheat is an industry veteran who has been active in the computer industry for over 20 years. With experience stretching back to the beginnings of the PC era, he has remained active on the leading edges of technology, focusing on embedded systems, knowledge management, and sensor technologies. He is one of the few who has worked with SharePoint since the original beta, has built his own microprocessor, and has had robotics projects featured in the press and TV shows around the world.

Prerequisites: This course assumes a basic level of familiarity with Microsoft Office 2010 or 2013, SharePoint 2010 or later and Internet Browsers: Explorer 8+, Firefox, or Chrome. You should have viewed SharePoint 2013 Site Owner: Templates before viewing this course.

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Course description: This course will help you understand what being a SharePoint Site Owner is all about and what tasks and capabilities you'll need to master to make your corner of SharePoint a success. We'll go through the basic tasks and functionality of managing your SharePoint site and site collection. We'll cover the various tasks and items you'll want to be familiar with to operate your site on a day to day basses and insure the best adoption of your site by your users. We are going to take a look at additional features that can really make your SharePoint site shine. We'll cover the Office integration aspects and how you can use workflows to make your SharePoint site operate as an application platform without a complex development effort. We'll review the items you'll need to operate your site, take a look at the important takeaways you'll want to remember when setting up your site, and give you some final perspective on approaching how you gain adoption and use of your site by your users.

Course outline:

Managing Sites
- Introduction
- Navigation
- Automatic
- Manual
- Cross Page
- Permissions
- Permission Levels
- Item Level Permission
- Site Permissions Page
- Checking Permissions
- Best Practice Site Naming
- Inheritance
- Auditing
- Other Features
- Authentication Concerns
- Save Site as Template
- Site vs Site Collection
- Summary

Collection Activities
- Introduction
- Demo: Navigation / Recycle
- Demo: Site Collection Features
- Demo: Site Hierarchy
- Demo: Audit / Portal / Policy
- Demo: Permissions, etc.
- Demo: HTML Field Security, etc.
- Summary

Level Activities
- Introduction
- Demo: People and Groups
- Demo: Site Permissions
- Demo: Admin. / Apps / Web Parts
- Demo: More Web Designer
- Demo: Site Administration Tasks
- Demo: Site Admin. / Search
- Demo: Search / Look & Feel
- Demo: Site Actions
- Summary

Managing Lists Libraries
- Introduction
- Demo: Task List
- Demo: List Settings
- Demo: List Settings - Advanced
- Demo: List Settings - Validation
- Demo: List Settings - Workflow
- Demo: Settings - RSS / Columns
- Demo: List Settings - Views
- Demo: Libraries
- Demo: Web Parts
- Summary

Additional Features
- Introduction
- Workflows
- Document Templates
- Updating Forms Pages
- SharePoint Designer
- Services
- Summary

Takeaways
- Introduction
- SharePoint Sites
- Delegation
- Summary