Microsoft SharePoint Server Administrator

Format: Three days: Max Capacity 6

Learn common tasks involved with administrating SharePoint such as navigating the SharePoint architecture, setting up sites, handling permissions, backing up and restoring data, designing forms and automating business processes using workflows.

This course can be tailored to either SharePoint On-Premise or SharePoint Online.

Course Content

Introducing SharePoint
- What is SharePoint?
- Understanding SharePoint Roles
- Understanding SharePoint Products
- Connecting to SharePoint

Core SharePoint Sites
- SharePoint Presentation
- Exploring SharePoint's Interface
- Regional Settings
- Demonstrate a Team Site
- Using Team Site Lists and Libraries
- Views
- Editing the Home Page

SharePoint Lists & Libraries
- Exploring the Available Lists
- Creating Custom Lists
- Creating Custom Views
- Working with Libraries

- Using Versioning
- Using Check In/Check Out

SharePoint & Office
- Word and SharePoint
- Excel and SharePoint
- Outlook and SharePoint

SharePoint Communities
- Understanding social networking in SharePoint
- Editing My Site
- Using the Blog tool

Site Collections
- Creating a Site Collection
- Creating a New Site
- Creating a Site Template

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Course Content (continued)

SharePoint Security
- Understanding Permissions
- Viewing Security Groups
- Adding/Deleting a User to a Site

SharePoint Workflows
- Workflows the Basics
- Out of the Box Workflows

SharePoint Search
- Searching in SharePoint
- Customising Search with Keywords & Scops

SharePoint Content & Documents
- The Basic of Documents and Content
- Understanding Content Types
- Creating a Content Type
- Understanding Document Sets
- Creating a Document Set

Site Templates
- Using Community Sites
- Understanding SharePoint Publishing

- Controlling Site Appearance

Business Intelligence Features
- SharePoint Business Intelligence, the Basics
- Creating a Business Intelligence Centre
- Preparing a Workbook for Sharing with Excel Services
- Sharing a Workbook using an Excel Web access Part

Expanded Functions in SharePoint
- Using SharePoint Workspace
- Understanding SharePoint Designer

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