SharePoint – Intranet / Internet Power Users and Administrators

Overview:
Learn how to create and manage SharePoint pages in order to create a user friendly environment.

Objectives:
To understand the more complex components of web and wiki pages, managing page security, develop and manage an intranet / internet environment in SharePoint.

Target Audience:
This course is aimed at delegates who will be responsible for administering intranet sites, managing content and page structures.

Pre-Requisites:
It is advised that delegates should attend the SharePoint Internet Intranet Contributor course or at least understand the content on that course prior to attending this module.

Topics:

Basic SharePoint 2013 Core
• Navigation and moving around the system
• Understanding the basic infrastructure including
  o Intranet, Taxonomy, My Site / Profile
Permissions
• Built in groups
• Creating groups
• Adding/ managing users and groups
• Modifying permissions to groups
• The security model (Inheritance model)
• App permission and breaking inheritance
Site Management
• Create Remove Apps
• The App store
• Configure site settings
• Configure App settings

Intranet Pages
• Wiki pages vs Layout Pages
• Publishing pages and web parts
• Modifying the Quick Launch and Top Bar navigation controls
• Using the content editing ribbon e.g. in Content Fields, Content Editor and Wiki
• Using metadata to improve page search results
• Understanding and using Web Parts including
  • Content Editor
  • Media and Content web parts
  • Script Editor web part
  • List web parts
  • Useful Links and Auto styling Web Parts
  • Search web parts
  • Using JavaScript in web parts

Managing Apps
• Creating and Managing Apps
• Managing app columns Metadata
• Modifying and creating Public Views