



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.

Course Duration:
1 day

Cost:
£279 + vat

Course Code:
QSP-IIPU01

[Book online](#)

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Topics:

Qdos Computer Consultants Limited

Syner-Med House
120 High Street
Purley, CR8 2AD

Booking:
To register for this course, please call:

020 8763 8732

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www.qdoscc.com

Basic SharePoint 2013 Core

- Navigation and moving around the system
- Understanding the basic infrastructure including
 - 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