

| | |
|------------------------|--|
| Course Title | SharePoint On-premise Administration Workshop for Admin Users |
| Course Code | SPOP_ADMIN-012018-001 |
| Objective | <p>The SharePoint Administration class is about enterprise content management, making information consistent across the entire SharePoint deployment, and business intelligence.</p> <p>SharePoint provides many advanced document management and information architecture tools that are not obvious out of box, and the goal of this class is understand how these features work and integrate.</p> <p>This is a theory, demo and hands-on lab sessions. 380 minutes of lab time.</p> <p>Training material of 115 pages will be provided.</p> |
| Target Audience | Enterprise Content Manager / Administrator / Project Manager |
| Benefits | <ul style="list-style-type: none"> • Learn site collection management and understand when to create separate site collections • Use site columns, managed metadata service, and content types to keep metadata consistent across site collections • Utilize document sets to apply workflows, metadata, and versions to a collection of documents • Manage user profiles, audiences, and promoted sites • Administer search content sources, managed properties, search centres, and search refinement web parts • Create publishing pages, layouts, and master pages using SharePoint Designer and Design Manager • Understand record management capabilities by setting up records centre and in-place records management. Also, learn about eDiscovery. • Test all of your enterprise content management skills by completing the final project |
| Duration | 2.0 days |
| Time | <p>10.00 am to 1.00 pm (break for 15 minutes)</p> <p>1.00 pm to 2.00 pm (lunch break at own expenses)</p> <p>2.00 pm to 5.00 pm (break for 15 minutes)</p> |

| | |
|-------------------|---|
| Venue | Alfa Connections Office or Microsoft Office |
| Class Size | Up to 8 attendees to have an effective learning experience |
| Technology | Microsoft SharePoint Server 2010/2013/2016 On-premise |
| Notes to Attendee | Attendee has to bring your own laptop (Windows 7 and above) for this workshop. Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2013 server. http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx Attendee has to ensure that this laptop is able to connect to wifi network. |
| Topics | <ol style="list-style-type: none"> 1. Definitions, History, and Expectations <ul style="list-style-type: none"> • Definitions • History • Editions • How to Make SharePoint Successful 2. Site Collection Management <ul style="list-style-type: none"> • Definition • Why separate site collections • Management 3. Site Columns <ul style="list-style-type: none"> • Site Columns definition • Scopes and updates 4. Managed Metadata <ul style="list-style-type: none"> • Terms sets and term groups • Local vs. Global context • Enterprise keywords • Social tags • Search refinement based on metadata 5. Content Types <ul style="list-style-type: none"> • Content type use cases • Content type hierarchies and inheritance • View and other settings |

| | |
|--|---|
| | <ul style="list-style-type: none">6. User Profiles<ul style="list-style-type: none">• User profile properties• Audiences• My site settings7. Search Administration<ul style="list-style-type: none">• Content Sources and Crawl Rules• Properties• Refinement in search web parts• Query Rules• Analytics• Entity Extraction8. Security Authorization<ul style="list-style-type: none">• Permissions and Permission Levels• Site Collection Administrator• Authentication vs. Authorization• What provides authentication• Who can assign permissions• SharePoint groups• Web Part to show users and SharePoint groups that have access to the site9. Site Administration Tools<ul style="list-style-type: none">• List and Site Templates• List View thresholds• Features• Manage Content and Structure Tool• Usage Analysis10. Central Administration - Overview<ul style="list-style-type: none">• Application Management• System Settings• Security• Service Applications (UPS, Search Services)• Backup and Restore• General Application Settings• Monitoring |
|--|---|

Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.