



## COURSE SYLLABUS

<b>COURSE TITLE:</b>	<b>55105AC Quick SharePoint 2013 Maintenance for the Part-Time Administrator</b>
<b>FORMAT:</b>	Instructor-Led
<b>CERTIFICATION EXAMS:</b>	None

This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs. Course content, prices, and availability are subject to change without notice.

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**ELEMENTS OF THIS SYLLABUS ARE SUBJECT TO CHANGE.**

### ABOUT THE COURSE

This fast-paced course makes these assumptions:

- ▶ You already have SharePoint 2013 deployed as this is not a planning or installation course.
- ▶ The student will or may be called on to perform administration or maintenance of SharePoint and the frequency of these calls may vary meaning you may have forgotten how to perform a procedure.
- ▶ The student is not a SharePoint IT professional, and this course is not intended to make you one. There are other, much longer, and more detailed courses that set you on that path.
- ▶ The student wants clear explanations with as little jargon as possible.
- ▶ The student needs take-aways they can rapidly go back to quickly if called on to perform administration.

Everything in this course, and indeed almost every course you ever take on Microsoft technology can also be located in MSDN, or TechNet, or a Microsoft blog. So then why take this course? You will get there faster, you will understand what you need to, and you will have a video toolkit to remind you how to perform procedures.

In this course:

- ▶ You will go through an explanation of each procedure.
- ▶ The procedure will be explained and you will practice both manually, and with PowerShell, so you can choose which to use.
- ▶ If PowerShell is used, you will have clearly shown, in color on a PowerPoint where you may need to insert your custom parameters.
- ▶ You will practice every procedure with an instructor available to answer any questions.

You will receive videos of every procedure showing step-by-step how to perform the procedure. By taking the course the author grants you the permission to upload the videos to a library in SharePoint at your organization.

### AUDIENCE

This course is intended for IT Professionals, Developers, and Power Users.

### AT COURSE COMPLETION

After completing this course, students will be able to:

- ▶ Understand the terminology.
- ▶ Understand SharePoint administrators.
- ▶ Understand SharePoint farm architecture.
- ▶ Understand architecture of collection.
- ▶ Understand architecture of content databases.
- ▶ Run Internet Explorer as a different user.



- ▶ Understand the differences depending upon logon for Central Administration.
- ▶ Understand the differences depending upon logon for site.
- ▶ Create a new web application and collection.
- ▶ Create and delete site collections using both Central Administration and SharePoint Management Shell.
- ▶ Manage blocked files.
- ▶ Manage locks.
- ▶ Change administrators.
- ▶ Work with quotas.
- ▶ Understand features.
- ▶ Understand and configure branding.
- ▶ Manage navigation.
- ▶ Utilize reports.
- ▶ Manage the recycle bin.
- ▶ Create and modify libraries and lists.
- ▶ Utilize views.
- ▶ Add pages.
- ▶ Manage folders and metadata.
- ▶ Utilize the Web Parts and Web Part Gallery.
- ▶ Create and configure Information Management settings.
- ▶ Use Document Sets.
- ▶ Use the Content Organizer.
- ▶ Configure workflow settings.
- ▶ Utilize basic workflows.
- ▶ Close and delete sites.
- ▶ Add a content database.
- ▶ Attach or detach a content database.
- ▶ Backup and restore a site collection.

### **PREREQUISITES**

Before attending this course, students must have:

- ▶ None

### **ADDITIONAL READING**

To help you prepare for this class, review the following resources:

- ▶ None

### **MODULE 1: COURSE OVERVIEW**

This module explains how the class will be structured and introduces course materials and additional administrative information.

#### **Lessons**

- ▶ Introduction
- ▶ Course Materials
- ▶ Facilities
- ▶ Prerequisites
- ▶ What We'll Be Discussing

#### **Lab 1: COURSE OVERVIEW**

- ▶ None

After completing this module, students will be able to:

- ▶ Successfully log into their virtual machine.
- ▶ Have a full understanding of what the course intends to cover.



## 55105AC QUICK SHAREPOINT 2013 MAINTENANCE FOR THE PART-TIME ADMINISTRATOR

### MODULE 2: QUICK ARCHITECTURE

In this module we will examine the key architectural aspects of SharePoint and cover the terms that we will be referring to throughout the course.

#### Lessons

- ▶ Terminology
- ▶ SharePoint Administrators
- ▶ SharePoint Farm Architecture
- ▶ Architecture of Collection
- ▶ Architecture of Content Databases

#### Lab 1: QUICK ARCHITECTURE

- ▶ Run Internet Explorer as a Different User
- ▶ Examine the Differences Depending Upon Logon for Central Administration
- ▶ Examine the Differences Depending Upon Logon for Site
- ▶ Create a New Web Application and Collection

After completing this module, students will be able to:

- ▶ Understand the terminology.
- ▶ Understand SharePoint administrators.
- ▶ Understand SharePoint farm architecture.
- ▶ Understand architecture of collection.
- ▶ Understand architecture of content databases.
- ▶ Run Internet Explorer as a different user.
- ▶ Understand the differences depending upon logon for Central Administration.
- ▶ Understand the differences depending upon logon for site.
- ▶ Create a new web application and collection.

### MODULE 3: COLLECTION ADMINISTRATION

In this module we will cover administrative tasks pertaining the maintenance and modification of a site collection.

#### Lessons

- ▶ Creating and Deleting Site Collections
- ▶ Managing Blocked Files
- ▶ Managing Locks
- ▶ Changing Administrators
- ▶ Working with Quotas
- ▶ Understanding Features
- ▶ Branding
  - Levels
  - Master Pages
  - Composed Looks
  - Design Manager
- ▶ Managing Navigation
- ▶ Utilizing Reports
- ▶ Managing the Recycle Bin

#### Lab 1: COLLECTION ADMINISTRATION

- ▶ Use Central Administration to Create and Delete a Site Collection
- ▶ Use SharePoint Management Shell to Create and Delete a Site Collection
- ▶ Managing Blocked Files
- ▶ Managing Locks
- ▶ Changing Administrators
- ▶ Working with Quotas
- ▶ Collection Features



- ▶ Branding
- ▶ Managing Navigation
- ▶ Popularity and Search Reports
- ▶ Managing the Recycle Bin

After completing this module, students will be able to:

- ▶ Create and delete site collections using both Central Administration and SharePoint Management Shell.
- ▶ Manage blocked files.
- ▶ Manage locks.
- ▶ Change administrators.
- ▶ Work with quotas.
- ▶ Understand features.
- ▶ Understand and configure branding.
- ▶ Manage navigation.
- ▶ Utilize reports.
- ▶ Manage the recycle bin.

#### **MODULE 4: SITE ADMINISTRATION**

In this module we will cover administrative tasks pertaining to the maintenance and modification of a site at the site level.

##### **Lessons**

- ▶ Creating and Modifying Libraries and Lists
- ▶ Utilizing Views
- ▶ Adding Pages
- ▶ Using Folders and Metadata
- ▶ Utilizing Web Parts
- ▶ Configuring Information Management Settings
- ▶ Utilizing Document Sets
- ▶ Managing Content with the Content Organizer
- ▶ Exploring Basic Workflow
- ▶ Closing and Deleting Sites

##### **Lab 1: SITE ADMINISTRATION**

- ▶ Creating a Custom List and Modifying It
- ▶ Examine a Specialized List in a Product Catalog Site (Optional)
- ▶ Utilizing Views
- ▶ Adding Pages
- ▶ Folders and Metadata
- ▶ Utilizing the Web Part Gallery
- ▶ Creating and Applying Information Management Settings
- ▶ Using Document Sets
- ▶ Using the Content Organizer
- ▶ Assigning a Basic Workflow
- ▶ Using Site Closure and Deletion

After completing this module, students will be able to:

- ▶ Create and modify libraries and lists.
- ▶ Utilize views.
- ▶ Add pages.
- ▶ Manage folders and metadata.
- ▶ Utilize the Web Parts and Web Part Gallery.
- ▶ Create and configure Information Management settings.
- ▶ Use Document Sets.
- ▶ Use the Content Organizer.



- ▶ Configure workflow settings.
- ▶ Utilize basic workflows.
- ▶ Close and delete sites.

## **MODULE 5: MANAGE DATABASES FOR SHAREPOINT 2013**

In this module we will cover database management for SharePoint 2013. We will explore how to add a content database to an existing SharePoint installation, and also explain backup and restoration processes.

### **Lessons**

- ▶ Adding a Content Database
- ▶ Backup and Restore Site Collections

### **Lab 1: MANAGE DATABASES FOR SHAREPOINT 2013**

- ▶ Adding a Content Database
- ▶ Backup and Restore Site Collections (Optional)

After completing this module, students will be able to:

- ▶ Add a content database.
- ▶ Attach or detach a content database.
- ▶ Backup and restore a site collection.

