masterskill

education through innovation

Microsoft® SharePoint® 2013: Site Owner [Exam 77-419]

Course Specifications

Course Number: ELK91–108_rev1.3
Course Length: 1.0 day

Course Description

Microsoft® SharePoint® 2013 is a platform designed to facilitate collaboration and allow people to use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. As such, SharePoint has many distinct features that must be enabled and configured, and many content structures that can be selected, added, and configured. In this course, you will learn how to create, configure, and manage a SharePoint Team Site so that your team or organization can share information and collaborate effectively.

SharePoint content structures and configuration options are complex. Site owners must understand what features, options, and content structures are available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Course Objective: Upon successful completion of this course, existing SharePoint site users will be able to create a SharePoint team site and perform basic content management tasks on a single SharePoint site.

You will:

- Create and configure new SharePoint sites.
- Add document, asset, and wiki page libraries to sites and configure them.
- Add and configure announcement, task, calendar, contacts, and custom lists.
- Create and implement custom forms.
- Configures Site Settings, site search, and site navigation.
- Assign permissions and access rights to sites, users, and lists and documents.
- Configure content roll-up, and finalize site configuration.

Target Student: This course is designed for existing Microsoft SharePoint site users who will create and manage a SharePoint site.

Prerequisites: To ensure your success in your course you should be have basic end-user skills with Microsoft Windows 8 and any or all of the Microsoft Office 2007, 2010, or 2013 suite components, plus basic competence with Internet browsing. You should also have basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- Using Microsoft® Windows® 8 or Microsoft® Windows® 8 Transition from Windows® 7
- Any or all of the courses in the Microsoft Office 2007, 2010, or 2013 curriculum.
- Microsoft® SharePoint® Foundation 2013: Site User

Hardware Requirements

This course requires three server computers, and one workstation for each student and one for the instructor. The Domain Controller\Exchange Server computer must have 6 GB of RAM and the SharePoint server computer must have at least 8 GB of RAM or you will likely encounter errors during or after setup that are related to low memory conditions. The Office Web Apps server can run with as little as 4 GB of RAM. The student workstations should be standard Windows 8 installations. Each computer will need the following minimum hardware configurations:

DT-DC-Exch

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 6 gigabytes (GB) RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

SharePoint

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 8 GB RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Assign at least two processor cores if you are running this server in a virtual environment
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

DT-Off-Apps

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 4 GB RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

WorkstationX

- 2 GHz (I5 or better) or faster 32-bit (x86) or 64-bit (x64) CPU
- 3 GB RAM (32-bit) or (64-bit)
- 100 GB available hard disk space (32-bit) or 100 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

DT-DC-Exch

- Microsoft® Exchange Server 2013
- Microsoft® Windows Server® 2012 Standard

SharePoint

- Microsoft® SharePoint® Server 2013
- Microsoft® Office Web Apps® Server 2013

To perform the optional activity Creating a Custom Form in Lesson 3, you may install the SharePoint Server 2013 Enterprise edition.

DT-Off-Apps

- Microsoft® Exchange Server 2013
- Microsoft® Windows Server® 2012 Standard

WorkstationX

- Microsoft® Office Professional Edition 2013
- Microsoft® Windows® 8

Course Content

Lesson 1: Creating a New Site

Topic A: Create a Site
Topic B: Change the Look and Feel of Your SharePoint Site

Lesson 2: Adding and Configuring Libraries

Topic A: Configure Document Library for Your SharePoint Team Site
Topic B: Configure the Site Assets Library for Your SharePoint Site
Topic C: Add and Configure a Wiki for Your SharePoint Site

Lesson 3: Adding and Configuring Lists

Topic A: Add an Announcement List
Topic B: Add and Configure a Task List
Topic C: Add and Configure Contact and Calendar Lists
Topic D: Add and Configure a Blog Subsite
Topic E: Add and Configure a Custom List to your SharePoint Site
Topic F: Customize List Forms

Lesson 4: Configuring Site Settings, Navigation, and Search

Topic A: Configure Site Search Options
Topic B: Configure Site Administration Settings
Topic C: Configure Site Organization and Navigation

Lesson 5: Assigning Permissions and Access Rights

Topic A: Share Sites and Set Site Permissions
Topic B: Secure Lists, Libraries, and Documents

Lesson 6: Configure Content Roll-up, Summary Links, and Site Map

Topic A: Add and Configure the Content Search Web Part
Topic B: Add and Configure the Relevant Documents Web Part

Appendix A: Microsoft Office SharePoint 2013 Exam 77-419