SharePoint – implementing and administering on-prem SharePoint SE/2019/2016 for content admins

Course code: GOC229

Five-days instructor-led training for IT administrators and also SharePoint content administrators which brings all the knowledge necessary to understand server-side administrative tasks as well as basic web-browser customizations of SharePoint site collections, web sites and other SharePoint services such as Managed Metadata Services or the Search.

For whom the course is intended

A five-day course designed for SharePoint on premise administrators. In the course, you will learn how to use all the

management and setting options of SharePoint, so that you can adapt the environment to the needs of your organization

and effectively use all the options for working and editing the environment via a web browser or using PowerShell

scripts.

This training is not only intended for IT administrators, SharePoint administrators, but also for more experienced users

who want to devote themselves to content management and editing the appearance and environment settings of

websites built on the SharePoint platform in the future.

What we will teach you on the course

Install and configure SharePoint farms

Create and edit SharePoint objects such as sites, lists, libraries, pages and use web parts

Correctly define data fields, lists and views and we will teach us to use them systematically even in an environment with

a large volume of stored data

Optimally define the structure of websites and the structure of navigation

Improve the appearance and settings of websites

Take full advantage of the integration options of Microsoft Office, OneDrive and Windows explorer

Improve and optimize SharePoint search

Automate administrator activity with the help of scripts in PowerShell and CSOM

Assumed entry knowledge

Knowledge of the range of courses listed in the **Previous Courses** and **Related Courses**

 sections Ability to work in the English environment of Windows, Office and SharePoint

Basic knowledge of HTML technology

Basic knowledge of Windows Server

 administration Understanding database data structure

Perfect web browser control

Course Outline

1. A brief look at the history of SharePoint

2. Configuration of SharePoint Farm

3. Creation and configuration of web and service applications

4. Movement and control in the SharePoint

 website environment 5. Management of basic content units

6. Menu control and navigation

7. Architecture of information

8. Structure of websites and their collections

9. User access, permission settings and sharing options

10. Usual and Recommended Practices for Sites and Navigation

11. Lists and their management and data storage

12. Libraries, versioning and cooperation of OneDrive and MS Office

13. Audience and targeting groups

14. Types of content and their proper use

15. Site Templates, definition, creation, use

16. Definitions and Site Modifications

17. Taxonomy, codebooks and managed metadata

18. Search and its customization

Preparation for certification exams

For Microsoft certification exams, apart from MCM certifications, participation in the official MOC course is not a necessary condition for passing the exam

Microsoft's official MOC courses as well as our own GOC courses are a suitable part of the preparation for Microsoft certification exams such as MTA, MCP, MCSA, MCSE, or MCM

However, the primary goal of the course is not directly preparation for certification exams, but the mastery of theoretical principles and the acquisition of practical skills necessary to work effectively with the given product

MOC courses usually cover almost all the areas required for the corresponding certification exams. However, their discussion in the course is not always given exactly the same time and emphasis as required by the certification exam

For example, books from MS Press (the so-called Self-paced Training Kit) and electronic self-test software can be used as additional preparation for certification exams

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