MTM

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Computer Training and Services

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Course Code:

50- 113 –SharePoint Developer/Adminstrator Certified Associate

Course Title:

Microsoft SharePoint Developer/Admin (SharePoint 2013)

Course Description:

SharePoint 2013 Admin/Developer is an instructor-led course that teaches students both the developer and administrative skill of Microsoft SharePoint 2013 and SharePoint Online (Office 365). The developer part covers the basics of Html, CSS, JS, JSOM, SP Designer Customization, out of the box customization and the new SharePoint Apps development. It also teaches the power user which helps students understand the whole sharepoint as a platform.

The Administration course will provide you with the knowledge and skills to configure and manage a Microsoft® SharePoint Server 2013 environment. This course will teach you how to configure SharePoint Server 2013, as well as provide guidelines, best practices, and considerations that will help you optimize your SharePoint server deployment. The course also covers Special areas of focus include implementing high availability, disaster recovery, service application architecture, Business Connectivity Services, social computing features, productivity and collaboration platforms and features, business intelligence solutions, enterprise content management, web content management infrastructure, solutions, and apps. The course also examines how to optimize the Search experience, how to develop and implement a governance plan and how to perform an upgrade or migration to SharePoint Server 2013.

Target Audience:

Individuals interested in gaining experience on SharePoint Development and Administration skills.

Prerequisites:

Basic computer skills and Relational Database Management Systems

Duration: 100 Hours

Instructors: Tesfaye Gari

Training Fee: $1500.00

SharePoint 2013
Development & Adminstration
Course Outline

Module 1 SharePoint 2013 Introduction

- Getting started with SharePoint 2013
  - SharePoint Foundation Architecture and Terminology
  - SharePoint 2013 Enhancements Targeting Administrators
  - Roles and Responsibilities

Module 2 SharePoint 2013 Power User

- Introducing SharePoint 2013
  - Understanding the purpose of community-based systems
  - Navigating the Web interface of SharePoint
  - Beginning familiar with the SharePoint ribbon
- Lists and Libraries
  - Lists, list metadata and item metadata
  - Understanding of the out-of-the-box lists and libraries
  - How views can change the way you interact with lists
  - Adding items to a list vs. adding items/documents to a library
  - Recovering deleted content with the recycle bin
  - Working with relational lists
- Document Libraries and Form Libraries
  - Document management and form management
  - Managing individual items in libraries
  - Item/document versioning, check-in and check-out
  - Item/document content approval process
  - Working with document sets
- Understanding different templates of Sites
  - Difference between site templates
  - Understanding the different templates of the site
- Social Networking: Blogs and Wikis
  - Understanding blogs and wikis
  - Creating and managing content in blogs
  - Creating and managing content in wikis
  - Tagging and rating content
- Personalizing SharePoint
  - Staying informed with alerts and RSS
  - Understanding search and people search

- o Working with SharePoint offline
- Enterprise Content Management
  - o Enterprise Metadata and Taxonomies
  - o Creating and exploiting term sets
  - o In-Place Records Management
  - o Working with Managed Metadata
  - o Working with Terms, Tags, Keywords and Ratings
- Conclusion

Module 3 SharePoint 2013 Customization (Using SP 2013 Designer and InfoPath 2013)

- Overview of HTML and CSS
  - o Overview of HTML
  - o Overview of CSS
  - o Describe basic HTML elements and attributes.
  - o Explain the structure of CSS.
  - o Creating an HTML5 Page
  - o Styling an HTML5 Page
  - o Styling Text
  - o Styling Block Elements
  - o CSS3 Selectors
  - o Enhancing Graphical Effects by Using CSS3
- Introduction to JavaScript
  - o Overview of JavaScript Syntax
  - o Programming the HTML DOM with JavaScript
  - o Introduction to jQuery
  - o Explain the syntax of JavaScript and describe how to use JavaScript with HTML5.
  - o Write JavaScript code that manipulates the HTML DOM and handles events.
  - o Describe how to use jQuery to simplify code that uses many common JavaScript APIs.
  - o Overview of Forms and Input Types
  - o Writing Well-Structured JavaScript
- Introduction to SharePoint Designer 2013
  - o Overview of SharePoint Designer 2013 Feature Set
  - o Exploring a Team Site with SharePoint Designer 2013
  - o Modifying a Team Site's Master Page
  - o Adding a custom action
  - o SharePoint Designer 2013 Security Settings
  - o Looking Around SharePoint Designer 2013
  - o Creating Custom Actions
  - o Discovering Master Pages
  - o Managing Site Permissions
  - o Restricting SharePoint Designer Usage
- InfoPath 2013 and Forms Services
  - o Understanding the Scope and Purpose of InfoPath 2013
  - o Working with the InfoPath Forms Designer
  - o Forms Libraries and User Published Forms
  - o Forms Services and Browser-Rendered Forms

- o Creating InfoPath Form Library Forms
- o Customizing List Forms
- o Displaying Forms using InfoPath Form Web Part
- Creating Workflows with SharePoint Designer 2013
  - o Motivation For Workflows To Automate Business Processes
  - o Understanding Various Types Of Workflows: Site, List, Content Type and Reusable
  - o The SharePoint Designer 2013 Workflow Task Editor
  - o Customizing Workflow Input Forms
  - o Creating a List Workflow
  - o Building Workflows with Visio 2013 & SharePoint Designer 2013
  - o Creating a Site Workflow
- Web Content Management (Branding)
  - o Overview of Publishing Site Functionality
  - o Creating and Approving Publishing pages
  - o Integrating Master Pages and custom CSS files (Thew new SP 2013 Design Manager)
  - o Creating Custom Master Pages (Required CSS3, HTML5, and JS)
  - o Creating Custom Page Layouts and Responsive Designs
  - o Creating a Publishing Portal
  - o Creating Custom Page Layouts
  - o Creating and Approving Publishing Pages
- Client-Side SharePoint Development
  - o Using the Client-Side Object Model for Managed Code
  - o Using the Client-Side Object Model for JavaScript
  - o Using the REST API with JavaScript
  - o Use the client-side object model for managed code to interact with a SharePoint deployment.
  - o Use the client-side object model for JavaScript to interact with a SharePoint deployment.
  - o Use the REST API with JavaScript or C# to interact with a SharePoint deployment.
- Conclusion

Module 2 SharePoint 2013 Administration

- Installing SharePoint Server 2013
  - o Understanding Farm Topologies
  - o Service Application Architecture
  - o Creating Dedicated Service Accounts in Active Directory
  - o Installing SharePoint Server 2013
  - o Creating the Farm and the Configuration Database
- Configuring SharePoint Server 2013
  - o Getting Around in Central Administration
  - o Managed Service Accounts
  - o Managing Timer Jobs
  - o Using the Farm Configuration Wizard
  - o Configuring Service Applications by Hand
- Configuring and Administrating Security in SharePoint 2013
  - o Windows Authentication

- o Claims-based Authentication
- o Forms-based Authentication
- o Intranet Extranet Considerations
- o Configuring Certificates and SSL
- Creating and Configuring Web Applications
  - o Configuring DNS and Host Headers
  - o Creating New Web Applications
  - o Configuring Alternate Access Mappings
  - o List Throttling and Quotas
  - o Configuring Anonymous Access
- Writing Administrative Scripts using Windows PowerShell
  - o Introduction to Windows PowerShell
  - o Windows PowerShell Console Window
  - o Writing Windows PowerShell Scripts
  - o Loading the SharePoint PowerShell Snap-in
  - o Writing Administrative Scripts for SharePoint 2013
- Managing Site Collection Growth using a Governance Plan
  - o Sites and Site Collections
  - o Site Templates in SharePoint 2013
  - o Customizing Sites using the Browser
  - o Customizing Sites with SharePoint Designer
  - o Enforcing Governance in Production Environments
- Upgrading Farms from SharePoint 2010 to SharePoint 2013
  - o Preparing a SharePoint 2010 Farm
  - o Database Attach Upgrade
  - o Using a Hybrid Upgrade Approach
  - o Understanding Visual Upgrade
- Configuring Search in SharePoint Server 2013
  - o Overview of Search in SharePoint 2013
  - o Configuring the Search Service Application
  - o Creating Search Pages using the Search Web Parts
  - o Using Custom Ranking Models
- Configuring SharePoint Server 2013 Service Applications
  - o Creating Term Sets and Taxonomies with the Managed Metadata Service
  - o Creating External Connections using the Business Data Connectivity Service
  - o Creating Secure Application with the Secure Store Service
  - o Configuring the User Profile Service
- Planning for Backup, Restore and Disaster Recovery
  - o Versioning and Restoring Documents
  - o Configuring Recycle Bin Behavior
  - o Site-Level Backup and Restore
  - o Preparing for Disaster Recovery
  - o Recovering the Farm After Server Failure
- Health Monitoring and Optimization
  - o Understanding ULS Logs
  - o The Logging Database
  - o Health Analyzer and Usage Reporting
  - o Timer Jobs ad Server Affinity

- Conclusion