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What is SharePoint Masterclass Training?

Microsoft SharePoint is a document management platform that allows the users to access, share, store and organise information from any type of device. The SharePoint Masterclass training course equips the delegates with the knowledge required to deploy, maintain and troubleshoot SharePoint environment. The course enables the delegates to understand and deploy a SharePoint Site solution for business needs, create Custom Lists and Libraries with special content types for learning and support, edit web pages to keep their team informed of the project progress and also manage their team with groups and permissions. The main aim of the course is to impart essential knowledge to the delegates necessary to fulfill the role of a Super-User or Power User to support end users. By the completion of this course, the delegates will be able to deploy and manage SharePoint online sites and workspaces keeping in mind the business infrastructure and varying needs of the visitors and site members.

The delegates will learn to collect information about the usage of the site, create site solutions by defining permissions, content and policy and also identify the roles and expectations of their team or organisation. The course is planned for delegates who are new to the application and would like to optimise their use of SharePoint. The course would be particularly useful for IT professionals who are responsible for deploying, configuring and managing SharePoint Server installations in the data centre or cloud and individuals who want to become Site Collection Administrator or Owner. All versions of Microsoft SharePoint will be covered in this trainer-led Masterclass training program.

Our SharePoint Masterclass Training is tailored to your business requirements. All the required training materials are included in the price and you'll benefit from the support of an expert trainer.

What are the objectives of SharePoint MasterclassTraining?

After attending the SharePoint Masterclass training course, delegates will be able to:

- Explore the basic concepts and topology of SharePoint
- Configure a service application for a SharePoint deployment
- Able to meet requirements for high availability and disaster recovery by successfully designing and implementing a SharePoint environment
- Design information, logical and physical architectures
- Design and deploy platforms and components of collaboration and productivity
- Setting up a web content management infrastructure to meet business requirements
- Plan and configure Business Intelligence solutions
- Optimise the search experience for an enterprise environment
- Create custom workflows to automate business processes
- Design and configure social computing features
- Design and implement enterprise content management in a SharePoint deployment
- Customise the overall experience and behavior of user interface elements
- Formulate and implement a governance plan for SharePoint Server

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An Introduction to SharePoint

- SharePoint Fundamentals
- SharePoint Structure
- SharePoint Environment

Working with Lists and Libraries

- Describe Lists
- Working with Lists
- Custom Lists
- Create Lists from Existing Data
- Working with Items
- Lists vs. Libraries
- Working with Documents
- Viewing and Editing Documents

Managing Content

- Using Alerts
- RSS Feeds
- Working with Columns
- Calculated Columns
- Lookup Columns
- Managed Metadata Columns
- Metadata Integrity
- Rating Content
- Check Out / Check In
- Querying Items
- Document Versioning
- Managing Copies

Site Architecture Model

- Defining Site Purpose
- Site Types
- Site and Object URLs
- Effective Site Structure
- Describe roles within Organisation
- Name vs. Title
- Publishing Site Templates
- Initial Site Settings
- Site Solutions
- Legacy Admin Tools

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- Defining your Site Community
- Default SharePoint Groups
- Custom Groups
- Managing Users in a Group
- Using a Group within a List Item
- Permissions
- Permission Inheritance
- Securable Objects

Managing Taxonomy

- Explain the function of content types
- Describe Term Sets and Term Stores
- Explain the function of managed metadata
- Apply content types to business requirements
- Managing Term Sets and Term Stores
- Configure the managed metadata service

Designing Business Continuity Management Strategies

- Identify an appropriate database server configuration
- Design a physical architecture
- Create SharePoint Infrastructure for High Availability
- Plan and implement a backup and restore strategy

Designing and Implementing a Service Application Architecture

- Service application architecture
- Explain the core concepts and topology of designing Service Application
- Setting up Service Application Federation

Configuring and Managing Business Connectivity Services

- Plan and configure the Secure Store Service application
- Configure the Business Data Connectivity Service application
- Manage and monitor Business Data Connectivity models

Connecting People

- Describe user profiles and user profile synchronization
- Manage user profiles and user profile synchronization
- Enable social interaction in SharePoint
- Explain Community Sites
- Configure communities and community sites in SharePoint

Enabling Productivity and Collaboration

- Understand Aggregating Tasks
- Create and implement SharePoint collaborative and co-authoring options
- Apply workflows in SharePoint

Developing a Governance Plan

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- Explain the concepts of Governance Planning
- Understand the key features of a governance plan
- Executing Governance in SharePoint

Learn how to use SharePoint to create and deploy web applications throughout an organisation, as well as manage and customise a site as a means to solving business issues.