

Microsoft SharePoint 2013 Site Administrator

Microsoft® SharePoint® 2013 helps people collaborate and use familiar applications and web-based tools to create, access, store, and track documents and data in a central location. SharePoint can also help organizations segment digital information, share information from external sources, archive records, and automate business processes. SharePoint has many features that can help organizations manage the flow of digital information, automate processes, and help organizations manage records. In this course, you will learn how to create, configure, and manage a SharePoint site collection so that your team or organization can collaborate effectively, manage the flow of digital information, automate business processes, and meet records management needs.

SharePoint features are robust and complex. Site collection administrators determine what features and options to make available in SharePoint, and how to configure those features to meet organizational and user needs. By properly implementing these features, users will be able to collaborate effectively, and organizations will save time and money through automation of business processes, fast and efficient retrieval of information, and effective records management.

Required Prerequisites

- Working knowledge of SharePoint
- Working knowledge of Office Applications.

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