

Site Collection Administration For End Users

Duration: 1 day

Using Site Collection Administration Tools to Effectively Manage a Site Collection

Overview

This is a 1-day course designed to provide students with the knowledge and skills necessary for effective application and management of Site Collection Administration Tools for Search, Features and Policies.

In this course we cover the administration tools available to a Site Collection Administrator using SharePoint Server 2007 Technologies. The course's primary focus relates to the use of these tools in a manner that promotes administrative efficiencies, and improved operation, of a site collection. Information in this course will provide insights that will support both the daily operation of a collection, as well as with knowledge needed for continued organization and planning. Students learn through numerous instructor-led demonstrations and hands-on labs.

Prerequisites

Students taking this course should have the prerequisite knowledge or experience listed below.

- Working knowledge of Office SharePoint Server 2007 Site Administration.
- Participation in, or knowledge of, the content in Combined Knowledge's Site Owner course.

Intended Audience

The course is designed for those who intend to oversee and manage one or more site collections in SharePoint Server 2007. Individuals in the job categories listed below will benefit from the knowledge gained in this course.

- SharePoint Server 2007 Site Collection Administrators participating in the management of multiple Site Collections
- SharePoint Server 2007 Administrators participating in the management of a particular Site Collection

- Experienced SharePoint Server 2007 Site Owners who want to be familiar with Site Collection Options that can enhance the use of their sites.
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Table of Contents

Module 0: Introduction

This module begins by providing an overview of what is covered in this course, and then briefly covers the following topics:

- Identification and purpose of Site Collection Administration Tools
- *Microsoft business intelligence components*
- *How business intelligence fits into information architecture*
- *How governance affects delivering business intelligence*

Module 1: Configure and Manage Site Collection Search Options

Efficient access to content is a critical component of an effective, usable collaborative environment. This module walks you through search options that can be configured to support content access and 'findability'. It covers the following lessons:

- Introduction to Search in SharePoint 2007
- Managing Search Settings
- Creating and Managing Search Scopes
- Keywords and Best Bets
- Creating and Managing Search Center Sites

Module 2: Site Collection Options

Site Collection Administrators have access to a variety of administrative controls enhanced by their cross-site capabilities. This module covers some of these controls. In this section you will learn:

- Managing the Site Collection Recycle Bin
- Managing a Site Directory
- Managing and Maintaining Sites in the Site Collection
- Connecting a Site Collection to a Portal Site
- Configuring Audit Settings
- Viewing Audit Reports

Module 3: Site Collection Features

This module reviews the purpose of Site Collection Features, concentrating on use and affects of their application. You will learn:

- Introduction to Features
- Site Collection Features Defined
- Activating/Deactivating Features

Module 4: Site Collection Policies

Policies are an effective management tool that can support content management and use. Configuring Policies at the Site Collection level provides for global dispensation allowing more overall control and a reduction in administrative overhead. In this module you will learn about options for configuring and managing policies that can be reused and applied throughout a site collection.

- Introduction to Site Collection Policies
- Creating Site Collection Policies
- Applying a Site Collection Policy
- Importing Site Collection Policies
- Modifying Site Collection Policies