

SharePoint Server Subscription Edition for IT Admin (1 Day)

Code: SP-SVR-100

About this course

This course provides an overview of SharePoint Server Subscription Edition, covering platform capabilities, content management, collaboration features, and administrative tasks for IT administrators.

Product: SharePoint Server Subscription Edition

Prerequisites: For general users: basic knowledge of using a Web Browser, storing document files, and Microsoft Office.
For system administrators: basic knowledge of using Windows Server, using PowerShell and IIS Manager, and basic networking.

Requirements:

1. PC or notebook computers for attendees that can access SharePoint Server via a Web Browser within the company
2. Network connectivity within the training room
3. Remote Desktop connection to the SharePoint Server and Database Server from computers within the training room
4. A Web Browser such as the latest version of Google Chrome, Firefox, or Microsoft Edge Chromium
5. Basic Microsoft Office programs such as Word, Excel, and PowerPoint
6. A list of attendees' Domain User Accounts for logging in to the SharePoint system

Audience(s): Web Server administrators, Application Server administrators, and Web Portal users

Language: Speaker Thai / Presentation English & Thai

Time: 9:00-12:00 and 13:00-16:30 (1 Day)

Module



Module 1: Introduction to SharePoint Server SE

Lessons:

- Hardware Requirement
- Software Requirement
- Client-side software requirement
- SharePoint Install & Configuration
- SharePoint Site Model



Module 2: SharePoint Management

Lessons:

- Create Web Application
- Manage Path
- Alternate Access Mapping
- Content Database
- Create Site Collection
- Create Sub Site
- Introducing Library and List
- Create Document Library
- Create Custom List
- Try to use Document Library
- Try to use Custom List
- Managing Column
- Managing View & Filter
- Managing Versioning



Module 3: Managing Content Page

Lessons:

- Create Content Page
- Managing Page Layout
- Managing Web Part
- Try to Create News Page
- Communication Site vs Team Site



Module 4: Permission Management

Lessons:

- SharePoint Site Permission
- Managing Permission level
- Create SharePoint Group
- Assign User Permission
- Assign Group Permission
- Assign unique permission to Site level
- Assign unique permission to Library/List level
- Assign unique permission to Folder/File level
- Document Sharing



Module 5: Services Monitoring & Data Management

Lessons:

- Service Monitoring
- Search Service Management
- Issue Logging & Troubleshooting (Example)
- Backup & Restore