



# SharePoint 2013 Collaboration for Site Owners

<b>Who should attend?</b>	This course is intended for users who want to learn how to create, customize, and manage SharePoint collaboration sites.
<b>Prerequisites</b>	SharePoint 2013 for Site Contributors or equivalent knowledge.
<b>Course Duration</b>	1 Day

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## Course Content:

- Creating Sites
- Creating Lists and Libraries
  - Adding Lists and Libraries
  - General Settings
  - Versioning Settings
  - Advanced Settings
- Configuring Metadata
- Adding Workflows
- Customize Your Site
  - Site Navigation
  - Editing Pages
  - Configuring Web Parts
- Manage Groups and Permissions
- Available Resources