

Microsoft - SharePoint 2013 Search for Power Users

Code:	55141
Length:	1 days
URL:	View Online

This one day class is designed for information workers or power users who use SharePoint to store and find enterprise content. Students should take this course if they need to know core search features along with the advanced search features, tips and tricks. This class is an excellent prerequisite for IT Professionals who work as SharePoint Server Administrators attending 20331: Core Solutions of Microsoft SharePoint Server 2013. This class can be delivered using SharePoint content on an in-house server, virtual machines or Office 365.

The courseware is sufficiently detailed with reference content and samples to serve as both an after class search reference and as search cheat sheet

Skills Gained

- Understand how search crawls and indexes content.
- Use core SharePoint search features to find documents.
- Use wildcards and Boolean operators.
- Build queries using the Advanced Search page.
- Search for people.
- Search using Managed Properties.
- Search using dates and numbers.
- Work with Content Type and Content Class properties.
- Work with multiple languages.

Who Can Benefit

This course is intended :

SharePoint end users
SharePoint Site Owners
SharePoint Site Collection Administrators
SharePoint Administrators and Developers
SharePoint Governance Auditors
Anybody who needs to find stuff in SharePoint 2013

Prerequisites

- Experience installing PC hardware and devices.
- Basic understanding of TCP/IP and networking concepts.
- Basic Windows and Active Directory knowledge.
- The skills to map network file shares.

- Experience working from a command prompt.
- Basic knowledge of the fundamentals of applications. For example, how client computer applications communicate with the server.
- Basic understanding of security concepts such as authentication and authorization.
- An understanding of the fundamental principles of using printers.

Course Details

Outline

Module 1: SharePoint Search

This module provides an introduction to the topics covered in the class and introduces SharePoint search terminology.

Lessons

- Who is this class for?
- Prerequisites
- SharePoint versions and search feature differences

Lab 1: None

- None

After completing this module, students will be able to:

- [Click here to enter text.](#)

Module 2: How Search Works

This module covers how SharePoint search finds and indexes content.

Lessons

- Before you can run you must Crawl!
- The Search Flow
- Crawl Sources
- What is Indexed
- What is not Indexed
- Content Processing
- Search is Security Trimmed
- Alternates to Search
- Search Limitations

Lab 1: [Click here to enter text.](#)

- Feature and limitation quiz.

After completing this module, students will be able to:

- Understand the concepts of crawling and indexing content and the impact on search availability and freshness.
- Understand the limits of search, especially what is not indexed.

Module 3: Core Search Techniques

This module covers the use of the core search techniques.

Lessons

- Search Basics
- Where can you search?
- Search Navigation
- Shoot first and see what you hit
- Refining Your Search
- Aim then shoot
- Include or Exclude
- Wildcards
- Boolean Operators
- Files in Libraries vs. Files as Attachments
- Search Verticals
- Searching for People
- The Advanced Search Page
- Creating Search Alerts
- Search Preferences
- The List and Library Search Box
- The OneDrive Pro Query Box

Lab 1: Core Search Techniques

- Exercise 1: Using core search techniques.
- Exercise 2: Using the Enterprise Search Center.

After completing this module, students will be able to:

- Use the core search features including keywords, wildcards and Boolean operators.
- Identify the various places to start a search and the benefits of each.
- Search for people.

Module 4: Managing Sites and Pages

This module covers the more advanced search techniques.

Lessons

- Property Searches
- Out of the Box Managed Properties
- Data Types
- Comparison Operators
- ContentClass
- Content Types
- When is a Title not the Title?
- Examples of Property Searches
- Working with Multi-Lingual Content
- What you can do to improve search results

Lab 1: Managing Sites and Pages

- Exercise 1: Using Managed Properties.
- Exercise 2: Working with numbers and dates.
- Exercise 3: Finding lists and content by ContentClass.
- Exercise 4: Finding content by language.

After completing this module, students will be able to:

- Find content based on Managed Properties.
- Properly search for items using dates.
- Find lists and libraries by type.
- Search using multiple languages.
- Understand how a search administrator can tune search.
- Understand how to best manage content to make it findable.

Module 5: Appendix: Codes and Lists

The appendix contains several detailed lists of codes and features useful to users of SharePoint search.

Lessons

- Out of the Box Result Sources
- Frequently Used Managed Properties
- Content Class Codes
- SharePoint Search File Types
- Search Features by Edition

Lab 1: None

- None

After completing this module, students will be able to:

- Describe the key features, editions, and hardware requirements of Windows 7.
- Perform a clean installation of Windows 7
- Upgrade and Migrate to Windows 7 from an earlier version of Windows.
- Perform an image-based installation of Windows 7
- Resolve common application compatibility issues