

MOC 55122 C - Microsoft SharePoint 2013 Search Administration

Course Summary

Description

This instructor-led is intended for Search Administrators, Site Collection Administrators and Site Owners who want to improve the end user search experience. The class is an ideal follow up for the SharePoint Server Administrator who has attended "20489 - Developing Microsoft SharePoint Server 2013 Advanced Solutions" and is looking for more on the daily administration of SharePoint 2013 Search. This class covers the Standard and Enterprise Editions of SharePoint 2013 and Office 365 / SharePoint Online.

SharePoint Search is one of the more ignored areas of SharePoint administration. As Search is often the only way users can find content in a large organization, and as SharePoint 2013 Search is both very powerful and very configurable, Search should be considered one of the more important services in need of formal administration and frequent tuning. While this class will cover the ongoing maintenance of search administration, its focus is on improving the efficiency of your end users in finding "stuff"!

Objectives

By the end of this course, participants will be able to:

- Use both basic and advanced techniques to search SharePoint.
- Manage SharePoint 2013 Search from Central Administration.
- Manage Office 365 / SharePoint Online Search.
- Configure search from within sites.
- Understand and customize Search Schemas and Managed Properties.

Topics

- SharePoint 2013 Search and the Role of the Search Administrator
- Using Search as an End User
- Search Administration – Part 1
- Search Administration – Part 2
- Customizing Search and Search Results Web Pages
- Monitoring Search
- Using PowerShell, JavaScript and C# to Search SharePoint (Optional)

Audience

- This course is intended for SharePoint Search Administrators.
- SharePoint Server Administrators.
- Anyone wanting to drive user efficiency and SharePoint adoption. Use the search reports to monitor both search and user activity.
- Customize the search and search results pages.
- Improve user search results using Authoritative Pages, Query Rules and Query Suggestions.
- Describe and plan for alternate search techniques including PowerShell, web services and custom code.

Prerequisites

- Have strong SharePoint 2013 end user skills or have attended "Introduction to SharePoint 2013 for Collaboration and Document Management" or similar.
- Have a good understanding of the use SharePoint in their organization, what kind of content is stored in their SharePoint and how their users are using SharePoint.
- Courses "20331 Core Solutions of Microsoft SharePoint Server 2013 " and "20332 Advanced Solutions of Microsoft SharePoint Server 2013" are helpful, but not required.

Duration

Three days

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Course Outline

I. SharePoint 2013 Search and the Role of the Search Administrator

A. Lessons

1. Who is this class for?
2. Prerequisites
3. SharePoint 2013 versions
4. Search Features by Edition
5. Search Limitations

II. Using Search as an End User

A. Lessons

1. Search FAQ
2. Basic Search Techniques
3. Files in Libraries vs. Files as Attachments
4. Using Property Restrictions and Managed Properties
5. Using Wildcards
6. Using Search Verticals and Result Sources
7. Search for People
8. The Advanced Search Page
9. Search Preferences
10. The OneDrive Pro Query Box

B. Lab 1: Using Search as an End User

1. Basic Search
2. Finding files by size, type, author and other properties
3. Searching by language
4. Finding sites you have access to

III. Search Administration – Part 1

A. Lessons

1. File Types
2. Create and Deploy a Thesaurus
3. Custom Entity Extraction

IV. Search Administration – Part 2

A. Lessons

1. Crawling Content
2. Search Schemas, Crawled Properties and Managed Properties
3. Working with the "unused" default Managed Properties
4. Working with Result Sources
5. Query Suggestions
6. Spelling Suggestions
7. Company Name Extraction
8. Authoritative Pages
9. Query Rules

10. Result Removal

11. Hiding Lists, Libraries, and Sites from Search

B. Lab 1: Search Administration – Part 2

1. From a Site Column to a Managed Property.
2. Configure Spelling Inclusions in the Managed Metadata Services.
3. Manage Authoritative Pages.
4. Create Query Rules.
5. Remove URLs from the search results.
6. Exclude content from search.

V. Customizing Search and Search Results Web Pages

A. Lessons

1. Out of the Box Pages and Site Templates
2. Customizing Search Verticals
3. Creating a Custom Search Vertical
4. The Query Builder
5. Customizing Search Pages
6. Customizing the Advanced Search Page
7. Working with the Search Web Parts
8. Customize Search Result Types

B. Lab 1: Customizing Search and Search Results Web Pages

1. Working with Search Verticals.
2. Creating custom Enterprise Search Center search results pages.
3. Customizing the search web parts.

VI. Monitoring Search

A. Lessons

1. Search Reporting
2. User Activity

VII. Using PowerShell, JavaScript and C# to Search SharePoint (Optional)

A. Lessons

1. Search Driven Content Web Parts
2. PowerShell
3. JavaScript and jQuery
4. Web Services
5. C#
6. CSOM - Client Side Object Model