

SharePoint for Power Users

1 day - £295.00
Max 5 delegates

This course is designed to provide to delegates with a practical understanding of how to manage and administer a MOSS 2007 site effectively. Web content management, site navigation, the creation and management of lists, libraries and workflows, and effective securing of a site provide the core components of a course that familiarises the delegate with both the responsibilities and possibilities of being a site owner.

Course Outline

Using SharePoint

- Get Started with MOSS 2007
- Finding Content
- Understanding the structure of sites and portals
- Document Libraries & Lists
- Creating Lists and Libraries
- Creating and Uploading items
- Sorting and Filtering content
- View and Edit Documents and Document Properties
- Document Management Features
- Manage List and Library settings
- Creating and Managing Metadata & Site Columns
- Creating and Managing Views
- Using Standard Workflows
- Document & Meeting Workspaces
- Wiki & Blog Sites

Managing a Site

- Site Owner Roles and Responsibilities
- Managing your site's web content
- How to Add and Modify Content
- Add, Close, and Delete Web Parts
- Customize Web Part Properties
- Target Content with Web Parts
- Creating and managing pages
- Introduction to Site Administration Settings
- Managing Regional Settings
- Site Themes
- Site Features
- Understanding Site Collection Components
- Customize Site Title, Description, and Icon
- Configuring Navigation
- Planning and creating sub-sites
- Site templates
- Security
- Adding and managing users
- Site, List and Item level security