

50196A - Microsoft Office SharePoint Server 2007 for the Site Owner / Power User 2 day course

This two-day instructor-led course provides Information Workers with the knowledge and skills to administer a SharePoint Team Site in the role of site owner or power user.

Outcomes

- Use and customise lists and libraries
- Create form libraries
- Create basic and web part web pages
- Customise sites and workspaces
- Manage users and groups
- Monitor site activity

Prerequisites

- A working knowledge of SharePoint 2007 and basic SharePoint site and list navigation
- Basic Word and Excel skills

Audience

This course is designed for the Information Worker who is the owner of a Microsoft Office SharePoint Server site and who needs to know how to create sites and lists, manage user access and customise lists and web part pages.

Location

Crimson Innovations
Unit 3
6 Catterthun Street
Winnellie
(see www.crimson.com.au/contact_us.htm for details)

Outline

SharePoint review

- Review of lists and libraries
- Review of search

Using and customising lists.

- Customise lists and libraries
- Configure versioning, content approval and check-in/check-out
- Create and use content types
- Set incoming e-mail and RSS options

Describe workflow options

Creating forms libraries

- Create forms libraries from SharePoint or InfoPath
- Publish InfoPath forms to SharePoint libraries
- Open, edit and save InfoPath forms from SharePoint

Creating basic web pages

- Create and edit basic pages
- Create and maintain web part pages

Sites and workspaces (look and feel, navigation, themes, save site as template, web parts, search visibility)

- Customise site look and feel and navigation
- Add, remove and customise web parts

Users and groups

- Describe SharePoint site, list and library security
- Add users and create groups
- Create custom permission levels
- Customise permissions for sites, lists, libraries, folders, items and documents

Site activity

- Site collection usage summary
- Site usage reports
- Dealing with inactive sites

Using SharePoint Designer (demonstration)

- Customise a site page
- Customise a master page
- Create a simple workflow