

Microsoft Office SharePoint Server Course Outline

- Duration:** 1-2 Days
- Benefit:** The course will ensure a solid grounding in the core functionality of using Microsoft Office SharePoint Server.
- Objectives:** An essential guide aimed at SharePoint administrators, to provide a full understanding of this powerful software's full potential. The course content can be covered in two full days or an overview in one day. In one day not all subjects may be possible.
- Pre-requisites:** Attendees do not need any previous experience of SharePoint but must have a basic understanding of PC's, including familiarity with a keyboard and mouse.

- **SharePoint Overview**
 - What is in a SharePoint site?
 - The Home page
 - Permissions and User Rights overview
 - Design hints and tips
- **Sites and Workspaces**
 - Create a Site
 - Site Collections
 - Finding Sites
 - Deleting Sites
- **Working with Lists**
 - Announcements
 - Events (Calendar)
 - Links
 - Contacts
 - Tasks
 - Discussion Boards
 - Surveys
 - Custom Lists
- **List Settings**
 - Creating and modifying views
 - Deleting lists
 - Customising columns
- **Working with Document, Picture & Form Libraries**
 - Creating a library
 - Creating folders
 - Uploading files to a document library
 - Check in/out
 - Version Control
 - Managing files
 - Content Approval
- **Workflows**
 - Understanding workflows
 - Creating workflows
- **Alerts & RSS feeds**
 - Keeping up to date with site content
- **Recycle Bin**
 - Recover deleted content
- **Web Pages**
 - Basic Pages
 - Web Part Pages
- **Modifying the Home Page**
 - Site Actions
 - Add new Web Parts
 - Edit Page Web Parts and layout
- **Sites and Workspaces**
 - Creating sites from templates
 - Wiki, Blog, Team, Document and Workspace sites
- **Users and Permissions**
 - Setting access rights
 - Understanding permissions
 - Authenticated Users
- **Site Settings**
 - Title, Description and Icon
 - Site themes
 - Site Navigation
 - Save site as template
 - Regional Settings
 - Site usage reports