Microsoft® Office SharePoint: Site Owner

Training Course Content

Course Objective: Students will learn how to create, configure, and manage a SharePoint team site so that your team or organization can share information and collaborate effectively. Site owners will learn the features, options, and content structures available in SharePoint, and how to properly configure them. With SharePoint sites, features, and content structures properly implemented, users will be able to securely share files, collaborate on documents, and access information they need to work with their colleagues more effectively.

Prerequisites: To ensure your success in this course, you will need basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are pr-ovided for each student for after class reference.

Lesson 1 - Creating and Configuring a New Site

- Create a New Site
- Configure the Look and Feel of Your Site
- Describe the Site Interface Elements
- Creating, Managing, and Working with Subsites

Lesson 2: Adding and Configuring Lists

- Add and Configure an Announcements List
- Add and Configure a Tasks List
- Create, Configure, and Integrate Contacts and Calendars

Lesson 3: Adding and Configuring Libraries

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

Lesson 4: Creating Custom Lists and Forms

- Create and Configure Custom Lists
- Create Custom List Forms
- List and Form Templates

Lesson 5: Assigning Permissions and Access Rights

- Share Sites and Site Permissions
- Secure Lists, Libraries, and Documents
- Customize Alerts, Reminders, and Tracking options

Lesson 6: Extending SharePoint Functionality with Web Parts

- Add and Configure Included Web Parts
- Add and Configure External Web Parts
- Modify and Delete Web Parts