

Microsoft SharePoint Server 2007: Site Owners Track



Course Description

This one day course concentrates on SharePoint 2007 from the Site Owner's perspective. This course is aimed at a non-technical user who will administer Microsoft Office SharePoint Server 2007 sites

Course Audience

It is aimed at a non-technical user who has been assigned a role to administer one or more sites as an Owner. The content is aimed at users who manage sites in a MOSS 2007 environment.

Prerequisites

Participants should have either attended Site Member Track or hold equivalent skills.

What will I learn?

After completing this module, learners will be able to:

- Manage a site collection
- Manage security options
- Manage lists
- Manage discussion boards
- Manage document libraries
- Manage a form library
- Manage a site access permissions
- Manage MOSS Content
- Manage a workflow
- Work with index and searching

Contact Us

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Course Agenda

Lesson 1: Managing a Site Collection

- Determining when to use a top-level site and when to use a subsite
- Create a site collection
- Understand a site collection
- Create a subsite
- Publishing Sites

Lesson 2: Managing Site Access Permission

- Assign Group Permissions
- Manage User Permissions
- Identify Authentication Modes

Lesson 3: Performing Basic Site Administration

- Manage Users and Groups
- Manage Site Look and Feel
- Perform Basic Content Management
- Site Templates

Lesson 4: Managing Lists

- Create a Custom List
- Customize List Settings
- Create a Project Task List
- List Templates

Lesson 5: Managing Document Libraries

- Create a Document Library
- Create a Document Library Template
- Monitor Library Usage
- Organise Documents in a Library
- Apply Document Versioning
- Share Documents

Lesson 6: Managing workflows

- Add a Workflow
- Run a Workflow
- Monitor a Workflow

Lesson 7: Managing Contents

- Create a Content type
- Apply Content Type in a List
- Use Formulas and Functions

Lesson 8: Managing Site Usage

- Set Site Collection Quotas and Locks
- Monitor Site Usage

Lesson 9: Working with Indexing and Searching

- Index List Content
- Enable Search Options

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