

Microsoft SharePoint – Power User Administration

Course Overview

This course is aimed squarely at staff with no previous software development background, who will need to be able to create and maintain SharePoint sites for project collaboration, document handling, and setting up intranet and internet portals, using Microsoft Office SharePoint Server 2007 (MOSS 2007).

Audience

Managers, Communications Officers, and other Business and IT professionals who need to get a good understanding of the capabilities of SharePoint 2007 without necessarily needing to develop applications using .NET code.

Prerequisites

A good working knowledge of the Windows operating system. Knowledge of HTML / CSS would be useful, but no coding experience is required..

Contents

Introduction to SharePoint 2007

- What is Microsoft Office SharePoint Server 2007?

Sites & Site Management

- Authentication
- Authorisation
- Personalisation
- SharePoint Groups
- Permission Management

Document Management

- Concepts and functions
- Lists
- Document libraries
- Document Workspaces
- Search facilities

Collaboration

- Newsgroups
- Forums
- Surveys

- Document Workspaces
- Wikis
- Blogs

Overview of integrating with Microsoft Office

- Excel
- Word
- Access
- InfoPath

Site Customisation

- Themes
- Customising Navigation
- Branding

Records Management

- Creating records management solutions

Content Management

- Understanding publishing
- Creating content management solutions

Using SharePoint designer

- Options and concepts
- Connecting to the SharePoint server
- Managing navigation

Understanding Workflows

- What is a Workflow?
- Benefits of Workflows
- Designing a Workflow
- Implementing a Workflow

Location: Guildford Training Centre or onsite if training facilities available

Course Duration: Two/Three Days