

SharePoint Owner/Administrator Course

Overview

This SharePoint Course is designed for people who use SharePoint as power users who perform as a SharePoint site owner and/or Site Collection administrators.

Duration

2 Days

Course Outline

Working with Sites

- Site Templates
- Creating Sites
- Creating a Team Site
- Site Navigation
- Managing Site Navigation
- Exercise: Creating Team Sites
- Exercise: Creating a Meeting Workspace
- Exercise: Creating a Blog Site

Page Content

- Wiki Library Pages
- Editing the Team Site Home Page
- Web Part Pages
- Creating a Web Part Page
- Working with Web Parts
- Adding Web Parts to Pages
- Exercise: Working with Wiki Pages
- Exercise: Working with Web Part Pages and Web Parts

Forms Library

- Creating a Forms Library
- Creating InfoPath Forms
- Create a Form with Microsoft InfoPath Designer
- Publishing InfoPath Forms to SharePoint
- Publish Custom InfoPath Form
- Exercise: Creating and Publishing InfoPath Forms

Site Columns and Content Types

- Site Column Gallery

- Explore the Site Column Gallery
- Creating Site Columns
- Create a Custom Site Column
- Add a Site Column to a List
- Site Content Type Gallery
- Explore the Site Content Types Gallery
- Creating Content Types
- How to Create and Use Content Types
- Exercise: Creating and Working with Content Types
- Exercise: Adding a Content Type to a Library

Office Integration

- Excel Integration
- Import Excel Spreadsheet to List
- Export List Data to Excel
- Outlook Integration
- Create an Alert
- Subscribe to a List's RSS Feed
- Connect to Outlook
- Access Integration
- Open a List with Access

Managing SharePoint Site Permissions

- SharePoint Groups
- Assigning Permissions
- Permission Levels
- Permissions Inheritance
- Exercise: Working with SharePoint Permissions

Participating in User Communities

- Configure User Profiles and My Sites
- Newsfeeds
- People Newsfeeds
- Documents Newsfeed
- Sites Newsfeed
- Tags Newsfeed
- Managing Personal Sites
- Exercise: Managing and Viewing Personal Information and Content