

# Nick Grattan Consultancy Ltd

we demistify SharePoint expert-led training proven consulting custom software

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## Training Specification: Building and Branding Web Sites with MOSS 2007 using Web Content Management and the Publishing Feature

Phone Alison on **021 4943970** for dates and availability



### Overview

This **two day** training course teaches participants how to create web sites with Microsoft Office Server 2007 using Content Management and the Publishing Feature. This course is ideally suited to participants who want to create Internet facing or corporate Intranets where content such as news, company or product information etc needs to be maintained by non-technical staff with content approval and where significant branding is required.

### Pre-requisites

This course assumes that attendees have attended our “Microsoft Office SharePoint Server 2007 for Power Users” course or have similar experience. Some knowledge of HTML and CSS is an advantage.

#### WEB CONTENT MANAGEMENT AND PUBLISHING

Overview of Web Content Management and the Publishing Feature. Creating a Publishing Site. Configuring the Welcome page. Enabling the Publishing feature on other sites. Structuring an Internet site hierarchy with sub sites.

#### PAGES AND PUBLISHING CONTENT

Introduction to Page Content Libraries and Publishing. Editing Page Content. Adding a new Content Page. Content approval with the parallel approval workflow. Scheduling publishing. Content and Structure Reports.

#### PUBLISHING AND SECURITY

Publishing permission levels and groups: Approve, Design, Manage Hierarchy, Restricted Read, Approvers, Designers, Hierarchy Managers, Quick Deploy Users, Restricted Readers.

#### MASTER PAGES, STYLES AND FORMATTING, SITE BRANDING

The Default Master Page. The Master Page and Page Layout Gallery. Working with Site Collection Master Pages. Changing Place Holders for Individual Pages. Adding Place Holders to a Master Page. Using Cascading Style Sheets (CSS). The empty master page. Branding a site. Managing navigation.

#### PAGE LAYOUTS WITH CONTENT TYPES

Content columns. Creating a new content type. Assigning a content column to a Content Type. Creating and modifying a Page Layout with the SharePoint Designer. Creating a page using the new Page Layout. Associating page layouts with the “Pages” document library.

#### DOCUMENT CONVERSION SERVICES (DCS)

Publishing content from Word, InfoPath and XML files using DCS. Configuring and enabling DCS. Creating reusable content with the Reusable Content Library.

#### WEB PARTS AND WEB PART PAGES WITH SHAREPOINT DESIGNER

Web Part Pages and zones, Web Parts and Content Pages. Creating Web Part Pages with zones using SharePoint Designer. Using Connected Web Parts. Using Data View Controls with Web Part Connections

#### APPLICATION AND CONTENT DEPLOYMENT

How to migrate sites from one farm to another. Exporting and importing sites with STSADM and other tools. Configuring content caching, cache profiles, page output caching and disk caching. Enabling and configuring Content Deployment for deploying content from one site collection/farm to another site collection/farm. Creating deployment jobs.