

# Nick Grattan Consultancy Ltd

we demistify SharePoint expert-led training proven consulting custom software

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## Training Specification: Microsoft Office SharePoint Server 2007 for Power Users and Site Collection Administrators

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



Version 2.00

### Overview

This **three day** training course teaches SharePoint Site Administrators, content authors, approvers and other power users how to create and manage site collections, sites, lists and items in Microsoft Office SharePoint Server 2007. The workshop covers creating and customising collaboration sites and publishing sites.

### Prerequisites

Attendees should have prior knowledge of using web based applications and Microsoft Office tools.

#### INTRODUCTION TO MICROSOFT OFFICE SHAREPOINT 2007

Overview of MOSS 2007. Creating a collaboration site collection and publishing site collection. Global and local navigation, search options, content pages and logged on user options. Creating a "My Site". Using and configuring "Search".

#### SITE COLLECTIONS, SITES, LISTS AND DOCUMENT LIBRARIES

Sites, divisions and regions. Overview of lists. List and library facilities including: versioning and publishing options; adding documents to a library; document properties; document approval; using Windows Explorer. Managing site navigation and links.

#### DOCUMENT LIBRARIES AND CONTENT TYPES

Creating new document libraries. Creating a new content type. Associating a Content Type with a Document Library.

#### LISTS AND VIEWS

Overview of standard lists types. Managing list columns and site columns. Creating a Custom List. Creating link between lists. Creating and modifying views. Personal Views.

#### PAGES AND PUBLISHING CONTENT

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

#### USER PROFILES, PERMISSIONS AND ANONYMOUS ACCESS

Adding and managing user profiles. Permissions for lists, sites and items. Permission levels and SharePoint groups. Using Permission Inheritance.

#### WEB PART PAGES AND WEB PARTS

Creating Web Part Pages. Overview of commonly used web parts. Managing Web Parts. Creating a document library for Web Part Pages. Exporting Web Part definitions. Connected Web Parts.

#### 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.

#### MICROSOFT INFOPATH AND FORM LIBRARIES

Creating libraries of forms and template parts. Using InfoPath templates in a document library. Using the InfoPath forms Service.

#### USING AND BUILDING WORKFLOWS

Enabling workflows for a list. Creating workflows in SharePoint Designer. Getting user input and working with tasks in Workflows.