

Microsoft Office SharePoint 2007 Content Manager

Vendor Course Code: Content Manager

Course Length: 1 day

Overview: This one day course teaches users how to use the Web Content Management features of Microsoft Office SharePoint Server 2007 to create and edit SharePoint pages using Master pages and a variety of Layout pages. The course discusses best practices for using images, reusable content, field controls, and content types. The course also discusses the publishing workflow and approval process as well as special security groups associated with content publishing.

Skills Gained: After completing the course students will understand:

- Create a Publishing Site
- Create Pages and Work with Layouts
- Customise Your Site
- Modify Navigation
- Create an article page and add content to the page image field control
- Create an Image Library & Upload Images
- Set Up Security for WCM
- Configure an Approval Workflow
- Creating Web Pages with Microsoft Word
- Move and change the title of a site
- Configure Content Caching
- Site Collection Auditing
- Audit Log Reporting

Key Topics: **Introduction to Web Content Management**

- Publishing Sites

Creating Pages and Choosing Layouts

- Creating Publishing Pages
- Managing Your Pages
- Audiences
- Item Scheduling
- Workflow Menu
- Tools Menu
- Setting the Welcome Page

Managing the Site Master Pages

- Master Pages and the Page Layout Gallery
- Setting and/or Changing the Master Page
- Inheritance
- Themes

Modifying Navigation and Links

- Navigation

Working with Content in Field Controls

- Editing Content in Field Controls
- Page Field Controls vs. Content Field Controls

Working with Images and Reusable Content

- Working with Images
- Working with Reusable Content

Managing Security and Permissions

- SharePoint Groups and Web Content Management

Content Approval and Publishing

- Publishing Documents for Approval

Creating Web Pages with Microsoft Word

- Publish a Word Document from within the
- Office Client
- Convert the Document to a Web Page from a
- SharePoint Document Library

Administering Site Content and Structure

- Manage Site Content and Structure from the
- Site Content and Structure Page
- View

Configuring Content Caching

- Page Output Caching
- Disk Caching
- Caching Administration
- Site Collection Cache Profiles
- Site Collection Object Cache
- Site output cache

Site Collection Auditing and Audit Log Reports

- Site Collection Auditing: Configuration &
- Features
- Audit Log Reports: Accessing & Features

Target Audience:

This course is recommended for Sharepoint users looking to upgrade to content management level skills.

Prerequisites:

Prerequisites for this course include attendance at Site Members and Site Owners course or 6 months hands on experience as a site owner of a Sharepoint 2007 site.