

Microsoft Office SharePoint Server 2007 Site Owner

Vendor Course Code: Site Owner

Course Length: 1 day

Overview: This course concentrates on SharePoint 2007 from the Site Owner's perspective.

As a site owner, you will play an important role in facilitating collaboration within your organisation. Setting up sites and site collections that are useful and easy to navigate will encourage your colleagues to take advantage of the many benefits of SharePoint.

NB: A site owner is the person responsible for managing a MOSS/WSS site, known as a team leader or SharePoint champion, not someone in the IT department.

Skills Gained:

After completing the course students will understand:

- How to create and manage sites, workspaces and web pages
- How to customise a site
- How to administer a site
- Create document libraries and lists
- Document management
- Working with content types
- Create an Information Management Policy
- Site Administration
- Managing Security Features

Key Topics:

Site and Site Ownership Overview & Definitions

Creating and Managing Sites and Web Pages

- Deciding When to Use Site Collections and Subsites
- Top-level site
- Specialised Workspace Sites

Customising Your Site

- Using a Master Page
- Site Colours and Themes
- Customising Default Images on the Home Page
- Creating and Customising a Site Column

Understanding Document Libraries & Lists

- Document Libraries Defined
- About Lists
- Document Library and List Settings
- General Settings
- Permissions and Management
- Communications
- Content Types
- Columns
- Views

An Introduction to Document Management

- Document Management
- Require Check Out
- Managing Versions
- Require Approval for Submitted Items
- Integrating MS Office Applications with SharePoint

An Introduction to Content Types

- Content Types at the Site Level
- Inheritance and Content Types
- Document Management and Content Types

Information Management Policies

- Policy Statement
- Labels
- Audit, Expiration and Barcoding Policy

Site and List Templates

- Site Templates
- List Templates

Site Administration

- Site Owners – Top Level Sites and Subsites
- Site Administration Settings

Security Features

- SharePoint Groups and Users
- Assigning Users and Groups
- Manage permissions for a list, library, folder, document or list item

Target Audience:

This course is aimed at a non-technical user who will administer a Windows SharePoint Services Site.

Prerequisites:

Before attending this workshop, students should be familiar with Microsoft Office and have three – six months experience with MOSS/WSS v3. This is an advanced technical end user course and is recommended for users who are responsible for setting up and managing MOSS/WSS sites for departments or projects.