

Course 569:
SharePoint Site Design and Content Management
(3-Days)

Course Description...

SharePoint provides an excellent infrastructure for collaboration and a foundation for internal applications and workflow. In this 3-day Hands-On course, SharePoint site design, collaboration, and document management features will be examined and utilized.

Who should attend...

This course will benefit SharePoint Content Designers, Content Managers, Developers, and IT Staff who will support users accessing SharePoint sites.

Course Outline...

Overview of SharePoint

- What is SharePoint?
- Features and Benefits SharePoint
- Overview of existing usage of SharePoint within your Organization
- Different Versions of SharePoint
- Understanding the SharePoint Framework
- Logging into the Classroom SharePoint Site

Storing Information in SharePoint

- Storing documents in SharePoint
- Creating Shared Calendars, Contact and More
- Adding Links to a site
- Host Team Discussions, Blogs and Wikis
- Collecting Data using Forms and Surveys
- SharePoint Wizards

Creating and Managing SharePoint Sites

- What is a SharePoint Site Collections and Top Level Sites
- Understanding a SharePoint Site
- Using the Site Creation Wizard to build a new Site
- Configuring Site Settings

Controlling Access to SharePoint

- SharePoint Site and Page Permissions
- Adding Users and Groups to a SharePoint Site
- Understanding SharePoint Authentication
- SharePoint integration with Active Directory



Building SharePoint Workflows

- Creating Forms for Data Input
- Design a Simple Workflow
- Sending and Receiving E-mail with SharePoint

Integrating with Microsoft Office

- Storage of office documents in SharePoint
- Connecting Outlook to a SharePoint Calendar
- Linking Access and Excel with SharePoint lists
- Checking Documents In/Out of SharePoint
- Mapping a Windows Drive to a SharePoint Document Library

Using SharePoint Designer 2007

- Connecting SharePoint Designer to a Site
- Customizing a SharePoint page
- Changing the theme of a SharePoint site
- Creating Themes
- Displaying and Linking data sources
- Using data views

Enhancing SharePoint with WebParts

- What is a WebPart
- Install a downloaded WebPart
- Utilizing a loaded WebPart

Backup, Restore, and Managing SharePoint Sites

- Methods for Protecting SharePoint
- Backup SharePoint Sites
- Restoring a SharePoint Site
- Removing a SharePoint Site

Integration and Expanding SharePoint

- Enabling and Controlling File Versioning
- What is a SharePoint Web Farm
- Additional SharePoint Server components
- Beyond Content Management: Programming Options
- Future of SharePoint - 2010 and beyond

***Additional/Custom Topics are available - please contact your
ROI representative to discuss course tailoring!!!***