Microsoft - SharePoint for Site Owners
1 Day Course

Overview

This course is designed to familiarise the new SharePoint Site Owner with the concepts and techniques needed to successfully develop, manage and customise a site with the emphasis on site creation, workflows, security and customisation.

Audience

Those needing to create and maintain team sites including lists, document libraries, permissions and workflow.

Course Objectives

At the end of this course, delegates will be able to administer a site, it's content and workflow, organise site security, manage user and group permissions and customise sites.

Prerequisites

Attendance of our SharePoint Editor course, or equivalent knowledge, is assumed.

Course Contents (1 day)

- Role of the Site Owner
- SharePoint Site Collection
- Creating new Sub Sites
  - Templates
  - Permissioning choices
- Security within SharePoint Sites
  - Managing Site Users and Groups
  - Default Groups and Permission Levels
  - Creating, editing and deleting Groups and their users
  - Managing Permission Levels and Permission Inheritance
  - Managing Permissions within Lists
- Site settings
  - Look and feel and navigation features
  - Site Columns
  - Site Galleries
  - Saving the Site as a Site Template

- Creating a new Site from the Template
- Site Recycle Bin
- Workflows
  - Workflow concepts
  - Associating default Workflows with a Library or List
  - Workflow components within the site
  - Developing new Workflows – in-house or third party?
- Content Types
  - Concepts
  - Default Content Types
  - Creating New Content Types
  - Template, Columns and Workflows
  - Associating Libraries/Lists with Content Types
- Site Collection Administration
  - Reports and Analytics
  - Settings

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.