

## SharePoint 2007 Site Owner End User

Duration: 2 days

This course concentrates on SharePoint 2007 from the Site Owner's perspective. This course is aimed at a non-technical user who will administer a Windows SharePoint Services Site.

### Prerequisites

Delegates will need to complete the SharePoint 2007 Member course prior to attending this course or have the equivalent knowledge and skills.

Lessons Covered:

### Module 1: Create and Manage Lists and Libraries

Maintenance and creation of lists and libraries are one of the site owner's primary responsibilities. Well constructed lists and libraries save users time and frustration, which translates to an effective gain for organizations. This module covers elements such as views and metadata that are fundamental to this construction. Versioning and other library settings that can serve to enhance a list or library are also taught in this module. The following lessons are covered:

- Create Lists and Libraries
- Manage List and Library settings
- Create and Manage Site Columns
- Create and Manage Views

### Module 2: Customize Sites Using Web Parts

Web Parts are used to focus site content. In this module students learn how to apply and manage Web Parts in a manner that promotes site usability. This module also includes Instructor-led demonstrations on adding and removing Web Parts and modifying Web Part display settings. This module also provides an overview of Web Parts that allow content targeting. The following lessons are covered:

- Introduction to Web Parts
- Add, Close, and Delete Web Parts
- Customize Web Part Properties
- Target Content with Web Parts

### **Module 3: Create Sites and Web Pages**

Fundamentally, site collections are composed of sites, basic pages, and Web Part pages. In this module students create each of these components to develop an enhanced understanding of each item's function and appropriate use. The following lessons are covered:

- Create New Sites

Create Basic Pages and Web Part Pages

### **Module 4: Modify the Look and Feel of Sites**

In this lesson site owners learn how to customize navigational settings, site descriptors, and themes. This module also focuses on the creation and use of templates, which are a significant time saving utility. The following lessons also are covered:

- Customize Site Title, Description, and Icon
- Configure Navigation Settings
- Left Navigation Panel Options
- Apply Site Themes
- Create Site Templates

### **Module 5: Securing a SharePoint Site**

This module details how to manage permissions in SharePoint sites, Lists, Libraries, items and documents. Creating SharePoint groups, managing access and configuring custom permission levels are among the topics covered. The following lessons are covered:

- Introduction to SharePoint Security
- Manage User Access to SharePoint Sites
- Manage SharePoint Groups and Users
- Best Practices for Assigning Permissions in SharePoint

### **Module 6: Manage Workflows**

Workflows are a powerful efficiency tool that can be used to organize and track process driven tasks. In this course, application and customization of these workflows is demonstrated using realworld examples. Students are given the opportunity to build workflows and track workflow tasks. The following lessons are covered:

- Overview of Workflows
- Workflow Administration

- Build Custom Workflows

## Module 7: Content Types

Configuration of Content Types allows Site Collection Administrators and Site Owners to group attributes such as metadata, workflows and document templates into functional components. This functionality allows for an enhanced user experience and reduced administrative overhead: The following lessons are also covered:

- Overview of Content Types
- Work with Content Types
- Add columns to Content Types
- Associate documents with Content Types

## Module 8: Site Administration

This module provides insights into the site tools available through Site Administration. Usage reports, user alerts, features, and regional setting options are among the topics covered. Coverage includes an emphasis on function and the appropriate use of these tools. The following lessons are covered:

- Introduction to Site Administration Settings
- Manage Regional Settings
- View Site Usage Data
- Manage User Alerts
- Manage RSS Usage
- Manage Sites and Workspaces
- Site Features