



Microsoft SharePoint Advanced

This course is developed especially for the advanced student in SharePoint. This course introduces the participant to the Site-Owner tasks in the SharePoint environment. With guidance of our certified SharePoint trainers you will get to work on practical assignments within SharePoint.

Course duration

The duration of this course is two days, each day covers six hours.

Audience and prerequisites

The target group of this advanced course in SharePoint includes content managers, editors or communication staff. The basic knowledge within the SharePoint application is highly required to take part in this course.

Summary

Introduction

- What is SharePoint
- The SharePoint interface
- Site collections
- The various types of lists
- Contact lists and outlook
- Custom lists
- Import spreadsheets



Libraries

- Document libraries
- Version management and placement control
- Check in and check out
- Picture libraries
- Discussion boards and surveys
- Alerts

Pages, Webparts and Views

- Basic page
- The role of SharePoint Designer
- WebParts and WebParts Pages
- Default views
- Custom views

Rights

- Rights in SharePoint
- Add User Group
- Customize User Group
- Delete user group

Access rights

- Inherited and Unique Permissions
- Access level
- Access to the site
- Access to a list or library
- Access to a document
- The use of site Groups
- Personalize SharePoint



Workspaces

- What is a Workspace
- Document Workspaces
- Meeting Workspaces
- Meeting Workspaces and Outlook
- Project Workspaces
- Overview of Workspaces

Form Services, InfoPath and Excel Services

- Form Services
- Create a form with InfoPath
- Manage a form on the SharePoint site
- InfoPath
- Fill in a form
- Introduction Excel Services