

SharePoint Training: The Complete SharePoint Course (SPPOADM, 2 jours)

Description

The course The Complete SharePoint Course (SharePoint Training) focuses on the administration & use of SharePoint portals & sites. The course begins with a high level discussion of SharePoint site architecture. The training continues with an exploration of SharePoint lists & document libraries (also called apps). This is followed by an exploration of document versioning, SharePoint page creation & authoring & SharePoint workflow creation & use. The course concludes with a discussion on security users & g planning and permissions.

Tarifs

- Tarification: \$1,500/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

SharePoint Architecture Features

SharePoint Overview

SharePoint Server Architecture

Understanding Web Applications and Sites

Understanding Lists and Document Libraries

A Note on Planning and Design

Creating your First Site

Creating Using Site Lists

Working with Lists

Links List

The Announcements List

The Contacts List

The Calendar List

The Tasks List

The Issues List

The Custom List

Creating Using Site Views

Creating and Using Views

Creating Using Site Libraries

SharePoint Libraries

The Document Library

The Form Library

The Picture Library

Document Libraries

About Library Settings

A Word about Library Templates

Accessing Document Libraries using a URL

Content Versioning and Content Approval

Approving and Rejecting Content

SharePoint Office Integration

Office SharePoint Integration Overview

Saving Files to SharePoint

Managing Check In and Check Out

Working with Major Document Versions

Managing Draft Versions and Major Version Publication

SharePoint Workflows

SharePoint Workflows Overview

SharePoint Workflow Terminology

Using Out-of-the-Box Workflows in SharePoint

Adding a Workflow to a Document Library

Customizing Site Pages Using Web Parts

Creating a Web Pages

Web Parts

Deleting and Moving Web Parts

Using Sharepoint Designer

Creating SharePoint Sites/Workspaces

Site Architecture

Creating a New Document Site / Workspace

Creating a Meeting Site / Workspace

Making Site Changes

SharePoint Security

The Technology of Security

Permission Levels

Permissions

SharePoint Groups

SharePoint Users

SharePoint Permissions and Permission Levels