SETC Training Corporate Logo

SharePoint Training: Creating, Managing and Using Great Sites (SPTCO, 4 jours)

Description

The course Creating, Managing and Using Great Sites (SharePoint Training) is an exploration of SharePoint site creation, customization, use and development. The course teaches how to create SharePoint sites and subsites and how to customize and enhance the look, feel and available features of a SharePoint site. The training includes the creation of lists, libraries, views, content types, custom site templates and styles, workflows, custom web parts and fields amongst others. The course provides a complete discussion of SharePoint data design and security to ensure that participants have a complete understanding of SharePoint design and use. If you need to work with SharePoint to deliver and share essential corporate data, this trainign course will show you how.

Tarifs

- Tarification: $3,750/person
- Rabais de 10% lorsque vous inscrivez 3 personnes.

Plan de cours

Mastering SharePoint Design and Site Architecture

- SharePoint Architecture Overview
- About Web Applications, Site Collections and Sites
- Designing the Target Site Hierarchy
- Creating a SharePoint Web Application
- Creating a SharePoint Top-Level Site
- About Working with Sub-Sites
- Working with Multiple Sites for Usage and Access
- Working with Multiple Sites for Security
- Working with SharePoint Site Templates: The Collaboration Portal and More
- Implementing Security in a SharePoint Site Hierarchy
- About Site Collection Features and Site Features
- Activating and Deactivating Site Features

Creating and Using SharePoint Lists (Apps)

- The Content – View Separation: Mastering SharePoint Principles
- Working with Lists and List Templates
- Avoiding Out of the Box Templates
- Mastering the Custom List
- Saving Lists as Templates for Common Look and Feel
- Working with MS Office
- About Site Content Types and Site Columns
- Displaying Content from External Sources in SharePoint
- Creating and Using Views
- About Views and Web Parts: Extreme Caution
- Best Practices: SharePoint Lists

Working with Views

- The Essential Role of Views
- Creating a Custom View
- Customizing View Behavior
- Customizing View Look and Feel
- Using Views in a Web Page

Creating and Using SharePoint Document Libraries (Apps)

- About Document Libraries: Folder, Files and Templates
- SharePoint Office Integration Highlights
- Working with MS Office
- About Document Metadata and it Usage
- Using Metadata Services for Document Classification
- About Documents Versioning: Check In, Check Out and Restore
- Managing Version History
- Implementing Content Approval Manually
- Implementing Content Approval Workflows
- Managing Permissions in Document Libraries

Creating Web Pages

- The Anatomy of a Web Page
- Creating the Supporting Document Library
- Creating and Organizing Web Pages
- Adding Rich Content to a Web Page
- About Web Parts and their Use
- Working with Web Parts
- A Few Really Useful Web Parts: XSLT List View, RSS, Data View and More
- Using SharePoint for Web Content Management

Mastering Sites and Subsites

- Reviewing Top Level Sites
- Analyzing Organizational Data Requirements
- Designing a Site Architecture
- Creating Subsites
- Customizing the User Interface
- Ensuring Common Look and Feel

SharePoint Security Deep Dive

- Overview of SharePoint Security
- About SharePoint Security and Active Directory
- Overview of SharePoint Groups and Users
- Creating SharePoint Groups and Users
- Creating and Working with Permission Levels
- About SharePoint Permissions Inheritance
- Proceed at your own Risk: Breaking Inheritance

SharePoint Workflows

- SharePoint Workflows Overview
- SharePoint Workflow Terminology
- Using Out-of-the-Box Workflows
- Creating Custom SharePoint Workflows
- Advanced Workflow Branching and Execution Flow
- Advanced Workflow Interactions and Communications
- About Transactions and Workflows
- About Deploying Workflows

A Final Lab