SETC Training Corporate Logo

SharePoint Training: Complete Portal Administration Course (SPTUSER10, 2 jours)

Description

This popular SETC Certified course focuses on the use of SharePoint in a business environment and in response to specific operational requirements. The course begins with a high level discussion of SharePoint site architecture. This is followed by a thorough exploration of SharePoint lists and document libraries, which includes views, document versioning, document creation and authoring as well as the use of SharePoint workflows to implement complex document approval processes. The course concludes with a discussion on security planning and implementation and the use of SharePoint Designer to create and customise content.

Tarifs

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

Plan de cours

SharePoint Introduction

- The SharePoint User Interface
- The Content-View Separation
- SharePoint Server Architecture
- Creating a SharePoint Site
- About Customised and Uncustomised SharePoint Pages

Creating and Using Site Lists

- Working with Lists
- Working with Columns
- About Site Content Types and Site Columns
- Content Versioning
- Content Approval
- Data Validation
- Creating and Using Views

Creating and Using Site Libraries

- SharePoint Libraries
- Content Versioning and Content Approval
- The Document Library
- Check-In and Check-Out
- The Form Library and InfoPath

Customizing Site Pages and Using Web Parts

- Creating a Web Pages
- Working with Web Content
- Web Parts
- Minimizing, Closing and Deleting Web Parts
- Editing Web Part Properties
- Document Publishing Infra-Structure

SharePoint Security

- The Technology of Security
- The SharePoint Security Model
- Permission Levels

SharePoint Groups
SharePoint Users
SharePoint Workflows
SharePoint 2007 Workflows Overview
SharePoint Workflow Essentials
Using Out-of-the-Box Workflows in SharePoint 2007
Adding a Workflow to Document Library
Working with SharePoint Designer
The SharePoint Designer Interface
Creating SharePoint Containers
Creating Workflow Associations
Creating Custom Workflows – The Basics