

## 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:

- Creating and Managing Lists, Libraries and Views
  - Creating Lists and Libraries, including: Document Library, Form Library, Wiki Page Library, Picture Library, Translation Management Library, Report Library, Data Connection Library, Slide Library, Announcements, Contacts, Discussion Board, Links, Calendars, Tasks, Project Tasks, Issue Tracking, Survey, Custom List, Custom List in Datasheet View, KPI List, Languages & Translators, Import Spreadsheet
  - Managing list settings
  - Creating and managing columns
  - Creating and managing views
  - Email enabling a list
- Managing Users and Groups
  - Overview of permissions in SharePoint
  - Adding and removing users
  - Adding and removing groups
  - Inheriting permissions
  - Best Practices for assigning permissions in SharePoint
- Creating and Managing Sites and Web pages
  - Overview of sites and site templates
  - Creating site collections
  - Creating sites and workspaces
  - Creating web pages
  - Deleting sites and workspaces
- Site Customization
  - Adding, moving and customizing web parts
  - Navigational settings
  - Modifying the site theme, title and description
- Site Administration
  - Regional settings
  - Viewing site usage data
  - Managing user alerts
  - Enable/disable RSS
  - Introducing and Managing Site Features
  - Managing Related Links scope settings

**After completing the course, students will understand:**

- How to create and manage lists, libraries and views
- How to manage users and groups
- How to create and delete sites, workspaces and web pages
- How to customize a site
- How to administer a site