



Global Reach. Local Service.

Synergy Productivity Training Series

SharePoint 2007 Site Owner

1 Day – Level 100

Course Outline

This 1-day course provides users who will be SharePoint 2007 site Administrators with the skills and knowledge to manage a SharePoint site and sub-sites. Students will learn how to create new sites and create new pages within sites as well as configuring navigation between pages within the site. The course explains how to customize the look and feel of a site using the administrative settings as well as how to manage security and information management policies for the site. This course covers features that are accessible to users who are granted permissions through the standard site Owners group.

Skills Gained

After completing the course students will be able to:

- Create and configure sub sites
- Customize themes and navigation
- Manage document libraries and lists
- Administer site settings
- Configure process automation through workflows

Target Audience

The course is designed for users who will be managing libraries and lists and administering sites and workflows in SharePoint as list administrators or site owners.

Prerequisites

Students attending this class need a basic knowledge of Microsoft Office applications and familiarity with adding and editing content in SharePoint 2007. Attending the Synergy course SharePoint 2007 Site Member or equivalent experience is recommended.

1. Sites, Sub-Sites & Site Ownership

- Overview
- Definitions & Terms
- Creating and Managing Sites & sub sites
- Deciding When to Use Site Collections, Sites and sub sites
- Creating Top-Level Sites
- Specialized Workspace Sites



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2. Customizing Themes, Images, and Navigation

- Master Pages
- Site Colors and Themes
- Customizing Site Images
- Modifying Navigation
- Global Navigation and Current Navigation
- Show Sub-Sites and Pages
- Additional Navigation Options

3. Managing Document Libraries And Lists

- Creating Document Libraries And Lists
- Document Library and List Settings
- General Settings
- Permissions and Management
- Enabling Document Management Functionality
- Require Check Out
- Managing Versions
- Require Approval for Submitted Items
- Using Document Libraries and Lists
- Policy Statement
- Labels
- Audit Policy
- Expiration Policy
- Barcoding Policy

4. Managing Metadata and Content Types

- Overview
- What Is Metadata?
- Site Content Types
- Content Types and Inheritance
- Content Types and Document Management
- Creating Custom Content Types



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5. List Templates And Site Templates

- Overview
- List Templates
- Creating A List Template
- Site Templates
- Creating a Site Template

6. Site Administration

- Site Owners - Top Level Sites and sub sites
- Site Administration Settings
- Using the Recycle Bin
- End User Recycle Bin

7. Managing Security

- Overview
- SharePoint Groups and Users
- Assigning Users and Groups
- Global To Granular Management Of Permissions
- Creating a Custom Permission Level
- Creating a Custom Group
- Assigning Users to A Group