



4D Group

## SharePoint (Administration)

### Who would benefit?

This course is designed for those who have full control of the SharePoint site or need to be aware of the development potential of the site. This course is based upon Windows SharePoint Services.

### Objective

This course gives an awareness of the development potential of the software.

### Content

- SharePoint Overview
  - Document Management
  - Libraries & Lists
  - Discussions
  - Surveys
  - Workflows
- Using the Default Site
  - Setting the Home URL
  - Change Site title and description
  - Modify the Site Image
- Customising Lists
  - Creating a Custom List
  - Importing Lists from Excel
  - Adding, Editing & Deleting Fields
- Subsites
  - Create a Subsite
  - Add a Link to the Subsite
  - Change permissions for a subsite
  - Delete a subsite
  - Using Document Workspaces
  - Wikis, Blogs and other Site types
- Customising the Site /Subsite
  - Adding, Modifying, Deleting, Moving Web Parts
  - Customise Quick Launch and Top Link Bar
  - Create Site Templates
  - Reset to Site definition
- Content Types
  - Create new Content Types
  - Assign Content Types
  - Modify and Delete Content Types
- List Templates
  - Create new list Templates
  - List Template Gallery
  - Deleting List Templates
- Using Groups and Permissions
  - Managing Site Groups
  - Creating a new Group
  - Adding Users to a Group
  - Change the Site Group of a User
  - Set permissions for Items and Pages

### Duration

One day

### Pre-requisites

Delegates should have an understanding of the main features and benefits of SharePoint or have attended SharePoint for End Users