



MICROSOFT SHAREPOINT

SharePoint Advanced (SPS003)

Traditional Learning Pathway



COURSE CONTENTS

SHAREPOINT OVERVIEW

- Team sites and sub sites
- Libraries and Lists
- Web Parts

NAVIGATION

- About SP Navigation
- Customising the Top Bar
- The Quick Launch Bar

SHAREPOINT SECURITY

- SP Security overview
- Security trimming
- People and Groups
- Adding users & groups
- Securing libraries and lists
- Security concerns

NETWORK PLACES

- Creating Network Places
- Using your Network Place

CREATING SITES

- About Site and Workspaces
- Create a Top Level Site
- Deleting Sites
- Site templates
- Other Site Settings

DOCUMENT LIBRARIES

- Creating a Document Library
- Document Library Settings
- Document Library Views
- Deleting a Document Library

UPLOADING DOCUMENTS

- Upload using Upload Tool
- Upload using SharePoint Explorer view
- Upload using Explorer
- Illegal characters

DOCUMENT CONTROL

- Document versioning
- Accessing previous versions
- Using Check In / Check Out
- Document review process
- Content approval

CREATING VIEWS

- Metadata
- Creating metadata fields
- Completing metadata
- Creating Views from metadata
- Deleting a view

PICTURE LIBRARIES

- Creating a picture library
- Uploading Pictures
- Pictures Library Views
- Download pictures
- The Send To function

BUILDING LISTS

- About Lists
- Creating a List
- Importing a spreadsheet
- Adding items to lists
- Deleting a List

OTHER FEATURES

- Blog Sites
- Wikis
- Surveys
- Discussions

PRESENTING CONTENT

- Understanding Web Parts
- Web Part Galleries
- Adding Web Parts
- Image Web Part
- Content Editor Web Part
- Adding a Doc Library Web Part
- Adding a Links Web Part
- Modifying a Web Part

ALERTS

- Create and managing Alerts

OUTLOOK INTEGRATION

- Saving emails to SharePoint
- Sending content by email
- Display content in Outlook
- Taking SP content Offline

ACCESS INTEGRATION

- Using Access to query and report SP lists

THE RECYCLE BIN

- Recycle Bin settings
- Retrieving items

USING SP DESIGNER

ADVANCED PAGE DESIGN USING SP DESIGNER

MICROSOFT SHAREPOINT ADVANCED

COURSE LENGTH

Recommended course duration is 2 days, typically 8:30am – 4:30pm each day.

AIM

This course has been designed to allow participants to gain:

- Gain confidence using and configuring SharePoint
- Get an appreciate for the SharePoint end-user experience
- Understand where common end-user issues arise
- Troubleshoot end-user issues

TARGET AUDIENCE

This course is designed for Help Desk Support staff and Information Managers who are required to:

- advise clients and staff on the features of SharePoint
- manage and maintain SharePoint team web sites
- create and configure SharePoint web sites
- troubleshoot SharePoint end-user issues

OUTCOMES

By the end of this session you should be able to:

- build a team web site in SharePoint
- secure the team site using permissions
- create sub sites, workspaces and blog sites
- customise the Navigation elements of a SharePoint team site
- create and customise Document Libraries, Picture Libraries and other SharePoint containers
- integrate MS Office with SharePoint using Network Places
- upload content to SharePoint team sites
- present content in various ways using Views and Web Parts

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