

SharePoint Managing Sites (1 Day)

Course Description: This class is designed for individuals who are the “site owner” or “site collection owner or manager” -- the person who’s role is granting permission for individuals to access the SharePoint site, view content posted on the site, and make changes to information on the site.

It is important that the “site owner” or “site manager” understand exactly how to control who has access, and who can change, modify and delete items from the site. It is a recommended “best practice” that at least one additional individual has this knowledge, and can provide for ongoing needs in the absence of the site owner or manager.

Prerequisites: Completion of the course SharePoint Introduction or equivalent knowledge.

Introduction to SharePoint

- What is SharePoint
- Who uses SharePoint
- Logging into SharePoint sites
- Navigating a typical SharePoint site

Navigating typical SharePoint Views

- Site Hierarchy
- Metadata
- Searching sites
- View options
- Using List, Documents and Library Actions

Working with Lists

- Adding List Items
- Editing List Items
- Deleting List Items
- Creating, Editing, and Deleting Lists

Working with the Document Library

- Working with Documents
- Uploading Documents
- Using Document Check Out & Check In
- Downloading a Document
- Additional Document Options
- Create Custom Columns

Working with Other Libraries

- Working with Picture and Wiki Libraries
- Adding and Deleting Libraries

Working with Web Parts

- Adding Web Parts
- Editing Web Parts
- Removing Web Parts

Working with Document and Meeting Workspaces

- Creating and Deleting a Document Workspace
- Navigating the Document Workspace
- Creating and Deleting a Meeting Workspace
- Navigating a Meeting Workspace Home Page

Other SharePoint Features

- Viewing, Working with, and Creating Discussions
- Viewing, Working with, and Creating Blogs
- Alerts
- Creating, Editing, and Deleting Personal Views

Administrative Site Tasks

- Modifying a Site Theme
- Canceling document Check Out of another user

