Microsoft SharePoint Foundation Site Owner

Overview: This course is designed for existing Microsoft SharePoint site users who need to create and manage a SharePoint team site.

Prerequisites: To ensure your success in this course, you will need basic SharePoint site user skills such as the ability to access and use lists, libraries, and documents on a typical SharePoint team site. You can obtain this level of skills and knowledge by taking the following CMC course: Microsoft SharePoint Site User

Course Length: One Day

Course Content

Lesson 1: Creating and Configuring a New Site
Create a New Site
Configure the Look and Feel of Your Site

Lesson 2: Adding and Configuring Libraries
Configure a Document Library
Configure Document Versioning and Check Out
Configure a Content Approval Process

Lesson 3: Adding and Configuring Lists
Add and Configure an Announcements List
Add and Configure a Tasks List
Create, Configure, and Integrate Contacts and Calendars

Lesson 4: Creating Custom Lists and Forms
Create and Configure Custom Lists
Create Custom List Forms

Lesson 5: Assigning Permissions and Access Rights
Share Sites and Set Site Permissions
Secure Lists, Libraries, and Documents

Lesson 6: Extending SharePoint Functionality with Web Parts
Add and Configure Included Web Parts
Add and Configure External Web Parts