



Microsoft®
**Office SharePoint
Server 2007**



Corporate Trainer's Profile

Corporate Trainers are having the experience of 4 to 12 years in development , working with TOP CMM level 5 companies (Project Leader /Project Manager) qualified from NIT/IIT/IIM and work exp in USA and UK.



CMM (Capability Maturity Model) level Project Standard:-

The Capability Maturity Model (CMM) is a method for evaluating the maturity of organizations on a scale of 1 to 5.

Get the Opportunities to work on Client Projects Of US/UK, which follow the all standard of CMM level 5 Company.





SharePoint Training Outline(Getting Started)

·Getting Started with SharePoint Server

- oExplore the SharePoint Environment
- oAssign Permissions

·Adding Information to a Team Site

- oUse Libraries
- oWork with Lists
- oCreate a Workflow

·Customizing a Site

- oCustomize the Look and Feel of a Site
- oCustomize Libraries and Lists
- oCustomize the Default Calendar
- oCustomize Pages Using Web Parts

·Working with Subsites

- oCreate a Subsite
- oCreate a Site Page

·Working with Forms

- oAdd Form Templates to a Form Library
- oUse Form Templates

·Sharing Information with Team Members

- oCreate a Discussion Board
- oCreate Wiki Pages
- oCommunicate Using Blogs

·Working with Personalized Sites

- oCreate My Site
- oCustomize My Site

·Searching SharePoint Sites

- oPerform a Search
- oCustomize the Search Settings

·Integrating External Data

- oUse Excel Services
- oWork with Report Center
- oWork with Dashboards
- oUse Business Data Catalog

·Conclusion

SharePoint Training Outline(Administration)

·Planning a Deployment

- oSharePoint Administration Basics
- oWriting a Deployment Plan
- oDetermining Software Requirements



- oDetermining Hardware Requirements
- oPlanning Network Configuration

•Installing

- oGathering Required Prerequisites
- oUnderstanding Install Options
- oInstall 1: A Standalone Server (<250 users)
- oInstall 2: A Small Farm (250-2000 users)
- oInstall 3: A Medium Farm (>2000 users)
- oConsiderations for Large Farms
- oUpgrading from WSS 2.0 / SPS 2003

•Configuring the Server

- oConfiguring WSS 3.0
- oConfiguring MOSS
- oSetting Up Shared Services (SSP)
- oEnabling Search for PDFs
- oScheduling Backups

•Preparing for Roll-Out

- oPlanning Activities
- oSetting Up Security Groups
- oCreating Client Policies
- oVerifying Client Software
- oProviding Minimal Branding
- oSetting Up Department Sites
- oSetting Up My Sites

•Rollout

- oIdentifying Site Owners
- oReview and Testing
- oTraining Users
- oMonitoring the Server

•Providing Support

- oDefining Your Role
- oCreating Content Types
- oCreating Site Collections
- oCreating Templates
- oMail Enabling Libraries
- oManaging User My Sites
- oManaging Site Quotas

•Managing the Server

- oDeploying Features
- oUsing STSADM
- oCommon Tasks
- oTroubleshooting

•Configuring External Access

- oPlanning External Access
- oProviding Internet Access



- oDeploying Form - Based Authentication
- oSetting Up SSL

SharePoint Training Outline(Developer)

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