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Courses

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Certifications

MCP, MCTS (ASP.Net, C#)

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Corporate Trainer's Profile

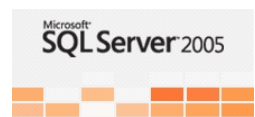
Corporate Trainers are having the experience of 4 to 12 years in development , working with TOP CMM level 5 companies (Project Leader /Project Manager) qualified from NIT/IIT/IIM and work exp in USA and UK.



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.

Projects



SUMMARY: This course introduces students to SharePoint 2007(MOSS and WSS) features and their correct usage. Real life scenarios provide the End User/Site Owner's the necessary steps to be productive in Microsoft's flagship office product. This course is for non-developers who will design, build, and administer Windows SharePoint Sites.

AUDIENCE: End users, designers, IT staff and administration.

PREREQUISITES: Web Browser usage, basic computer/Windows skills

DURATION: 3 Days

APPROACH: Lecture (40%) / Workshop (60%)

OBJECTIVES: At the end of this course, delegates will be able to:

- Navigate and search SharePoint sites
- Work with document libraries and lists
- Add and modify content
- Use the document management features
- Use the new Outlook integration features
- Use the recycle bin
- Set and manage alerts
- Manage lists
- Use workflows
- Work with views in SharePoint
- Create and use document and meeting workspaces
- Create and manage lists, libraries and views
- Manage users and groups
- Create and delete sites, workspaces, and web pages
- Customize a site
- Administer a site

COURSE CONTENT: I.Overview of SharePoint

II.Navigating and searching SharePoint sites

III.Overview of Document Libraries and Lists

IV.Adding and Modifying Content

V.Document Management

- Check-out / Check-in
- Edit and view document properties
- Version history
- Content approval
- Use of folders
- Document Management Task pane in Office 2007

VI.Connect to Outlook

Document libraries

Lists: Calendar, Tasks, Contacts, Discussion boards

VII.Use of recycle bin

VIII.Use and management of alerts

IX.List management

Exporting list data to spreadsheet

Using column filters

Version history

View and subscribe to RSS feeds

X.Understanding and using workflow

XI.List and library view: Default, Custom, and Datasheet

XII.Meeting and Document Workspace

XIII.Creating and Managing Lists, Libraries and Views

Creating Lists and Libraries, including: Document Library, Form Library, Wiki Page Library, Picture Library, Translation Management Library, Report Library, Data Connection Library, Slide Library, Announcements, Contacts, Discussion Board, Links, Calendars, Tasks, Project Tasks, Issue Tracking, Survey, Custom List, Custom List in Datasheet View, KPI List, Languages and Translators, Import Spreadsheet

Managing list settings

Creating and managing columns

Creating and managing views

Email enabling a list

XIV.Managing Users and Groups

Overview of permissions in SharePoint

Adding and removing users

Adding and removing groups

Inheriting permissions

Best Practices for assigning permissions in SharePoint

XV.Creating and Managing Sites and Web pages

Overview of sites and site templates

Creating site collections

Creating sites and workspaces

Creating web pages

Deleting sites and workspaces

XVI.Site Customization

Adding, moving and customizing web parts

Navigational settings

Modifying the site theme, title and description

XVII.Site Administration

Regional settings

Viewing site usage data