

# MICROSOFT SHAREPOINT SERVER 2010-2013 SUPER-USER COURSE



## Course content

### Creating and Managing Sites and Pages

- > Overview of Sites and Web Pages
- > Creating Sites and Workspaces
- > Creating Web Pages
- > Deleting Sites and Workspaces

### Site Administration

- > Regional Settings
- > Managing User Alerts
- > Creating Site Templates
- > Customising Navigation Options
- > Using Site Themes

### Site Customisation

- > Web Part Pages
- > Adding Web Parts
- > Managing Web Parts

### List and Library Views

- > Default Views
- > Custom Views
- > Datasheet View

### Managing Site Security

- > Overview of Permissions in SharePoint
- > Managing SharePoint Groups
- > Changing Permission Inheritance
- > Managing Permission Levels
- > Managing Site Collection Administrators

### Creating and Managing Lists and Libraries

- > Creating Lists and Libraries
- > Managing List and Library Settings
- > Creating and Managing Columns
- > Creating and Managing Views
- > Email Enabling a List

### Meeting and Document Workspaces

- > Introduction
- > Creating Workspaces
- > Using Workspaces

## Course objectives

This 2-day course will allow the delegate to provide basic administration and customisation of SharePoint sites. This course is for non-technical super-users who are required to provide basic administration of SharePoint for their teams or departments.

## Course type

Instructor-led hands on training with all delegates using a computer.

## Course duration

Two day

## Pre-requisites

Delegates should have a good depth of knowledge of Internet Explorer 7.0 or later, and be familiar with basic Microsoft Office functionality.