



4D Group

Microsoft MOSS (SharePoint Services 2007)

Who would benefit?

This course is designed for those who require an awareness of SharePoint Services 2007.

Objective

In this course, you will learn about the basic customisation options of Windows SharePoint Services. You will examine the customisation of the site structure, manipulate and manage site content, understand the fundamentals of web site design and create site content using components of the software.

Content

- Getting Started
- Windows SharePoint Services
- The team Web site components
- Using the SharePoint team Web site
 - The Web site components
 - Deleting the components of the team site
 - Web Part Pages
- Site access
 - Default site groups
 - Custom site groups
 - Subsite access permissions
- Managing lists
 - Contact lists
 - Task lists
 - Issue lists
 - Custom lists
 - Deleting lists and list items
 - List permissions
- Libraries
 - Document libraries
 - Form libraries
 - Picture libraries
- Discussions and surveys
 - Discussion boards
 - Web discussions Surveys Working with views
 - Creating views
 - Modifying views

Duration

One day