


<b>Microsoft Creating SharePoint Portal Sites – 3 days</b>		
<p><b>Course Objectives</b></p> <p>Learn the skills required to build Microsoft SharePoint sites. After this course delegates will be able to create new SharePoint Portal sites using the features of FrontPage. These sites will be fully featured and include web parts for Outlook (Exchange Server), Document Management, Collaboration, Shared Calendars and Business Application Access.</p> <p><b>Prerequisites</b></p> <p>This course assumes that you have an advanced understanding of Microsoft SharePoint End User applications, or have attended our SharePoint Advanced End User course.</p> <p><b>Exercises</b></p> <p>This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.</p>	<p><b>Course Content:</b></p> <p><b>SharePoint Overview</b></p> <ul style="list-style-type: none"> <li>• User Access</li> <li>• Documents</li> <li>• Libraries</li> <li>• Lists</li> <li>• Discussions</li> <li>• Surveys</li> </ul> <p><b>Installing SharePoint</b></p> <p><b>Managing Portal Content</b></p> <ul style="list-style-type: none"> <li>• Using Areas and Listings</li> </ul> <p><b>Customisation</b></p> <ul style="list-style-type: none"> <li>• Customising the Home Page</li> <li>• Customising the Structure of a SharePoint site</li> <li>• Customising the View</li> <li>• Adding Pages to your site</li> <li>• Advanced Customisation using Web Parts</li> </ul> <p><b>Site Administration</b></p> <ul style="list-style-type: none"> <li>• Manage Users and Groups</li> <li>• Assigning Permissions</li> <li>• Managing sub-sites</li> <li>• Anonymous access</li> <li>• Managing Time Zones</li> <li>• Managing Web Discussions</li> <li>• Managing Alerts</li> </ul> <p><b>SharePoint Integration with Microsoft Office</b></p> <p><b>Site Definitions and Site Templates</b></p> <p><b>SharePoint Portal Search Service</b></p> <p><b>Configuring SharePoint Security</b></p> <p><b>Troubleshooting</b></p> <ul style="list-style-type: none"> <li>• Windows SharePoint Services</li> <li>• Getting Help</li> <li>• Access for people with disabilities</li> </ul>	