

COLLABORATING WITH SHAREPOINT

How to work with, design and collaborate with Microsoft SharePoint

Microsoft® SharePoint	Target Audience	Days
Collaborating with Microsoft® SharePoint v 2.0 - 3.0/MOSS	Executives, Managers, Administrators, Project Managers, Team Members, Account Managers	1-2 days

Course Description

This course teaches participants how to design, create and customize SharePoint sites and to use SharePoint to collaborate, share documents, communicate and coordinate activities and projects.

Who should to take this course?

Anyone who is or will be using SharePoint to manage or participate in projects.

Title	Assigned To
TDS Migration	Steve Masters
Interviewing New Dev Team Programmers	Brad Sutton

Title	Assigned To
Resources Can't work 24 hours	Steve Masters

Project Name	Version	Project Budg	Project Sc	Half 1, 200
Expansion into New Markets	Published			
1 Exabyte Desktop Drive	Published			
100X DVD Drive	Published			
100X DVD Drive	Target			

Tools and Templates

Course participants receive a course manual and CD with tools and templates for gathering, recording, and managing requirements.

Course Outline

- Understanding the purpose and architecture of SharePoint
- Creating sites with masters and sub sites
- Customizing interfaces, layouts and WebParts
- Utilizing Lists, Discussion Boards, and Document Libraries
- Adding, deleting, creating folders, checking documents in and out, versioning, and modifying document library settings
- How to Upload project snapshots to SharePoint utilizing the Pictures Library
- How to conduct Surveys
- Managing site permissions and users