

## Exercise

### Goal:

Create a SP intranet for a small company, Contoso Bicycles.

### To-Do:

1. Start with a blank site-collection.
  2. The company has 3 departments: Sales, Production and Support. They each have their own area in which they should be able to share
    - Documents
    - Appointments
    - Tasks
    - Photos
  3. Since the departments collaborate a lot over boundaries the whole intranet should share a common navigation. There should also be a link in the navigation to [www.pedalling.com](http://www.pedalling.com) which should open in a new window.
  4. Each department area should contain 3 pages: Progress, Problems and Plans where they can describe their current department overall status.
  5. Each department area should have its own theme.
  6. Choose a YouTube video and insert it into the first page of the Sales-department.
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1. Create a **subsite** by going into the root site's Site Content > New subsite. Make sure you enable



add an app

"Use the top link bar from the parent site".

2. Create **apps** for photos, appointments and tasks under the Site Content of the new subsite.
3. In the list settings for each app, go into "List name, description and navigation" and enable adding of the app to the **Quick Launch**.
4. Add three new **pages** to the newly created subsite by modifying the homepage and adding wiki links to it. Save and then click the links, and the new pages will be created.
5. Save the new subsite as a **template**: Site settings > "Save site as a template". Make sure you enable "Include content" for the new template.
6. From the root site, go into Site Contents and create the two other subsites. Use the newly created template.

7.



8. For each of the subsites, go into Site Settings > "Change the look" and select a **theme**. Make sure the selected theme shows a Quick launch.

[Contoso Bicycles](#)   Sales   Production   Support   Pedalling

9. In the root site, add a **link** to the top navigation bar. When you use the Edit link feature the link cannot open in a new window, but Peter shows how to solve that by activating the feature Server Intranet Infrastructure.
10. Insert the video from the following youtube link to sales page