

# SharePoint 2007 (MOSS) End-User Course for Team Leaders

This one-day hands-on workshop provides attendees with an opportunity to learn how to administer and manage Microsoft Office SharePoint. This course is targeted at SharePoint Team Leaders. A SharePoint Team Leader is an end-user that is responsible for managing and championing SharePoint in an organisation. This course will provide attendees with the skills to enable them to setup sites and site collections and manage SharePoint. This course is designed to empower attendees with the ability to design sites that provide immediate business benefits and that are easy to navigate to encourage collaboration. The course is designed as a hand-on workshop so that attendees have an opportunity to apply their knowledge as soon as they get back to the workplace.

## Who Should Attend:

This course is aimed at non-technical users who administer a SharePoint site. The only pre-requisites for this course is that the attendee has a basic knowledge of Microsoft Office and that attendee has previous SharePoint experience or has attended the SharePoint End-User Course.

## Course Objectives:

After completing the course attendees will understand:

- How to create and manage lists, libraries and views
- How to manage users and groups
- How to create and delete sites, workspaces and web pages
- How to customise a site
- How to administer a site

## Course Outline:

**Module 1: Custom Course Introduction**

**Module 2: Owning and Creating Sites**

**Module 3: Site Customisations**

**Module 4: Lists and Document Libraries**

**Module 5: Site Columns and Content Types**

**Module 6: Document Management**

**Module 7: Using Workflow**

**Module 8: Security**

**Module 8: Using the Recycle Bin**



Delivered in partnership with Breeze

Call 1300 774 878 to register for this course today as places are strictly limited.

[sales@portalsynergy.com.au](mailto:sales@portalsynergy.com.au)