

SharePoint Managing Sites

This course is designed for existing SharePoint users who will administer/manage their department/institute's SharePoint site.

Web Site Components and List Management

- Web part pages
- Issue Tracking Lists
- Contacts Lists
- Custom Lists
- List permissions

Libraries

- Document libraries
- Picture libraries
- Wiki Page libraries
- Verify includes the following:
 - Override Document Check Out & Check In
 - Additional Document Options

Discussions and Surveys

- Discussion Boards
- Surveys

Custom Views

- Custom View formats

Blog Sites

- Basic blogs
- Blog features

Workspaces

- Document Workspace
- Meeting Workspace
- Events and Meeting Workspaces
- Page Management

Site Access

- Default Site groups
- Subsite access permissions
- Custom Site