Course description

CHV721
SharePoint Sites – Introduction for Administrators

Course goal
- Awareness of the SharePoint Sites (former “Team Spaces”) approach
- Get an overview about most important functionalities & concepts
- To be able to create sites, administrate users, create and visualize content

The topics will be treated in a more general view.

Participant profile
- People, who already administer a SharePoint Site
- People who takeover administrator responsibility on an existing Site

Prerequisites
Course CHV720 or corresponding detailed end user skills in SharePoint Sites handling. No programming skills required.

Course type and methods
Classroom training
Lectures, group work, practical exercises on own hardware (some loaner computer available)

Duration
1 Day

Topics
- Conceptual overview
- User & groups
- Permissions
- Hierarchy and inheritance
- Sites / pages
- Navigation
- Web parts
- Access on SharePoint based information
- Content Types