

## **Sharepoint 2007 for Site Administrators (Power User)**

Duration: 1 days

### **Summary / Objectives**

The goal of this course is to provide you with the knowledge required by a site administrator of a Windows SharePoint Services v3 site. (Note: The delegate is assumed to be an information worker running a single WSS site, rather than a system administrator, and so the course does not cover administration of SharePoint itself, the underlying web server or the database.)

The course emphasises hands-on experience, with a series of self-guided exercises taking up the majority of the day's training.

### **Pre-Requisites**

- Delegates should have attended QASPEU07 (SharePoint 2007 for End Users) or have equivalent knowledge.

### **Skills**

At the end of the course, students will be able to:

- Grant and deny permissions by modifying site users and groups
- Customise a document library by adding columns and views
- Modify the master page, theme and navigation of a site
- Save templates for sites and lists
- Create and use a content type
- Create and use a document information panel
- Implement a policy on a document library
- Implement a workflow on a document library
- Examine and modify the structure of a site