



## SharePoint Site Administration

1 Day

### **COURSE OVERVIEW**

This course provides students with the skills necessary to administer a Windows SharePoint Services (WSS) site. The course is aimed at a non-technical power user who will own or manage a WSS site.

### **COURSE OBJECTIVES**

On completing the course students will understand:

- How to create and Manage WSS sites and workspaces
- How to manage users and permission inheritance
- How to add users, security groups, and cross-site groups to WSS site groups
- How to customize WSS sites including use of web parts, changing the site title, changing the site theme, etc.
- Complete site administration, and maintenance
- How to manage template galleries (web part, list and site)

### **COURSE CONTENT**

- Overview
- Administration Tasks
- Manage Users and Permission Inheritance
- Manage Sites and Workspaces
- Configure Site and Workspace Creation
- Customization Tasks
- Change Site Title, Description, and Theme
- Modify Site Content
- Customise Home Page
- Site Gallery - Default Web Parts
- Manage My Information
- Site Administration Tasks
- Users and Permissions
- Manage Users and Site Groups
- Manage Anonymous Access, Cross-Site Groups, and Access Requests
- Management and Statistics
- Top-Level Site Administration
- Site Collection Galleries
- Site Collection Administration