

---

## Microsoft SharePoint Server 2010 for the Site Owner/Power User

**Duration: 2 Days**    **Course Code: M50470**    **Version: B**    **Delivery Method: Virtual and Classroom**

---

### Overview:

This two-day instructor-led course is designed for the site owner/"power user" of a SharePoint site who needs to know how to create sites and lists, manage user access and customize lists and pages. This class uses the SharePoint Server 2010 version of SharePoint. While it is of equal value for users of SharePoint Foundation, it does include a few features not found in Foundation.

### Virtual Learning

This interactive training can be taken from any location, your office or home and is delivered by a trainer. This training does not have any delegates in the class with the instructor, since all delegates are virtually connected. Virtual delegates do not travel to this course, Global Knowledge will send you all the information needed before the start of the course and you can test the logins.

---

### Target Audience:

This course is designed for the site owner/ "power user" of a SharePoint site who needs to know how to create sites and lists, manage user access and customize lists and pages.

---

### Objectives:

- Manage Sites and Site Collections.
  - 
  - Add users and groups and manage site, list, folder and item security.
  - 
  - Add and configure web parts.
  - 
  - Configure sites, include themes, title, description and icon.
  - 
  - Configure site navigation.
  - 
  - View site activity reports.
  - 
  - Customize lists and libraries.
  - 
  - Work with Site Columns and Site Content Types.
  - 
  - Create Forms libraries.
  - 
  - Configure Check out/in, Content Approval and Versioning.
  - 
  - Create and modify pages and web part pages.
- 

### Prerequisites:

Before attending this course, students must have:

- Working knowledge of SharePoint 2010 and know how to navigate a SharePoint site and SharePoint lists.
-

## Content:

### Module 1: The Role of the Site Owner

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences

- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

#### Module 2: SharePoint Review

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions

- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

#### Module 4: Creating Forms Libraries

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions

- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups

- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

### Module 3: Using and Customizing Lists

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages

- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

### Module 5: Creating Web Pages

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts

- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users

- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath

- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

#### Module 6: Sites and Workspaces

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath

- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators

- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options

- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options

- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions



- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views

- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

#### Module 7: Users and Groups

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns

- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

#### Module 8: Activity

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages

- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports
  
- The role of the site owner / power user
- The tools for the site owner
- A review of SharePoint basics
- List Settings
- Customizing Columns
- Site Columns
- Content Types
- Creating Lists by Importing Excel Files
- Creating and Modifying Views
- Content Types
- Communications Options
- Overview of Workflows
- Creating Forms Libraries from InfoPath
- Creating Web Pages
- Creating Web Part Pages
- Site Customization
- Site Navigation
- Web Parts
- Users and Groups
- Permissions
- Adding users
- Adding Site Collection Administrators
- Reviewing permissions
- Sending E-mail to site users
- List and Library Permissions
- Creating Groups
- Creating Custom Permission Levels
- Audiences
- Managing User Alerts
- Site Web Analytics Reports
- Site Collection Web Analytics Reports

## Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

[info@globalknowledge.co.uk](mailto:info@globalknowledge.co.uk)

[www.globalknowledge.co.uk](http://www.globalknowledge.co.uk)

Global Knowledge, Mulberry Business Park, Fishponds Road, Wokingham Berkshire RG41 2GY UK