

# COLLABORATING WITH SHAREPOINT

*How to work with, design and collaborate with Microsoft SharePoint*

Microsoft® SharePoint	Target Audience	Days
<b>Collaborating with Microsoft® SharePoint v 2.0 - 3.0/MOSS</b>	Executives, Managers, Administrators, Project Managers, Team Members, Account Managers	1-2 days

## Course Description

This course teaches participants how to design, create and customize SharePoint sites and to use SharePoint to collaborate, share documents, communicate and coordinate activities and projects.

## Who should take this course?

Anyone who is or will be using SharePoint to manage or participate in projects.

The screenshot displays a SharePoint site with a navigation menu on the left and several web parts. The 'Project Center' web part contains the following data:

Project Name	Version	Project Budg	Project Sc	alf 1, 201
<b>Expansion into New Markets</b>				
1 Exabyte Desktop Drive	Published	●	●	30
1 Exabyte Desktop Drive	Target	●	●	30
100X DVD Drive	Published	●	●	20
100X DVD Drive	Target	●	●	20

## Tools and Templates

Course participants receive a course manual and CD with tools and templates for gathering, recording, and managing requirements.

## Course Outline

- Understanding the purpose and architecture of SharePoint
- Creating sites with masters and sub sites
- Customizing interfaces, layouts and WebParts
- Utilizing Lists, Discussion Boards, and Document Libraries
- Adding, deleting, creating folders, checking documents in and out, versioning, and modifying document library settings
- How to Upload project snapshots to SharePoint utilizing the Pictures Library
- How to conduct Surveys
- Managing site permissions and users