

SharePoint 2007 Train the Trainer Course

4 days

This course will train an experienced trainer how to teach the Mindsharp Power End User 2007 SharePoint courseware including: Member and Site Owner. The first three days of this course is the same content as the 3 day End User course and teaches you SharePoint from a Power Users perspective. The fourth day is spent teaching you how to delivering the End User course using our SharePoint End User course material.

Delegates attending this course will need to have purchased the SharePoint 2007 Site Licenses for the End User course material that they will be delivering to their users internally.

Site Licenses

Site Licenses are electronic course manuals that can be modified to reflect your own portal images and corporate style, thus creating a familiar learning environment for your delegates. The Site Licenses can be purchased in various amounts depending on your requirements, they can then be printed for you to use as and when you require.

The licenses can also be uploaded onto your internal portal to act as useful reference guides for your delegates. The licenses may only be purchased to train your own internal delegates.

For the 2007 Courses, you will need to purchase a site license for SharePoint 2007 Member and a Site License for SharePoint 2007 Owner if you wanted to purchase the full end user course as these are separate courses that create the End User course.

Users	RRP
1-250	£1650
251-500	£2500
501-1000	£4995
1001-5000	£8500
5001 +	£13,000

During the Train the Trainer course We will go through each course with the intent of learning SharePoint, best teaching practices, learn the scope and vision of each, and be equipped with a broader knowledgebase of the courses. A participant in this Train the Trainer should have introductory to intermediate technical level experience and knowledge with SharePoint Technologies and should be accustomed to teaching in the classroom and learning new material with a view to teaching it.

What you will learn:

- How to navigate and search SharePoint sites
- How to work with document libraries and lists
- How to add and modify content
- How to use the document management features
- How to use the new Outlook integration features
- How to use the recycle bin
- How to set and manage alerts
- How to manage lists
- How to use workflows
- How views are used in SharePoint
- How to create and use document and meeting workspaces
- How to contribute to Wiki and Blog sites
- How to create and manage lists, libraries and views
- How to manage users and groups
- How to create and delete sites, workspaces and web pages
- How to customize a site
- How to administer a site

Lessons Covered:

- Overview of SharePoint
- Navigating and searching SharePoint sites
- Overview of Document Libraries and Lists
- Adding and Modifying Content
- Document Management
 - Check-out/Check-in
 - Edit and view document properties
 - Version history
 - Content approval
 - Use of folders
 - Document Management Task pane in Office 2007
- Connect to Outlook
 - Document libraries
 - Lists
- Calendar

- Tasks
- Contacts
- Discussion boards
- Use of recycle bin
- Use and management of alerts
- List management
 - Exporting list data to spreadsheet
 - Using column filters
 - Version history
 - View and subscribe to RSS feeds
- Understanding and using workflow
- List and library views
 - Default views
 - Custom views
 - Datasheet view
- Meeting and Document Workspaces
 - Introduction
 - Creating workspaces
 - Using workspaces
- Contributing to Wiki and Blog Sites
- Creating and Managing Lists, Libraries and Views
 - Creating Lists and Libraries, including: Document Library, Form Library, Wiki Page Library, Picture Library, Translation Management Library, Report Library, Data Connection Library, Slide Library, Announcements, Contacts, Discussion Board, Links, Calendars, Tasks, Project Tasks, Issue Tracking, Survey, Custom List, Custom List in Datasheet View, KPI List, Languages & Translators, Import Spreadsheet
 - Managing list settings
 - Creating and managing columns
 - Creating and managing views
 - Email enabling a list
- Managing Users and Groups
 - Overview of permissions in SharePoint
 - Adding and removing users
 - Adding and removing groups
 - Inheriting permissions
 - Best Practices for assigning permissions in SharePoint
- Creating and Managing Sites and Web pages
 - Overview of sites and site templates
 - Creating site collections
 - Creating sites and workspaces
 - Creating web pages
 - Deleting sites and workspaces
- Site Customization
 - Adding, moving and customizing web parts
 - Navigational settings
 - Modifying the site theme, title and description

- Site Administration
 - Regional settings
 - Viewing site usage data
 - Managing user alerts
 - Enable/disable RSS
 - Introducing and Managing Site Features
 - Managing Related Links scope settings

