



## SharePoint for Administrators

This course is suitable for people who administer SharePoint team sites. You will learn how to create your own team site and assign different access rights to users. Using the team site, test the main SharePoint web-parts. We will show you how to create a document library, and create your own metadata and views. You will also learn all about working with lists and how to adjust the team site appearance.

**Course objective:** You learn to create and maintain a SharePoint Team site and you are able to assign permissions

**Prerequisites:** Good SharePoint knowledge how you would learn in the SharePoint for users training

**Length:** 1 day

### Topics:

- Create your own subsite
- Permissions
  - The SharePoint groups visitors, members and owners
  - Add and remove people to the groups
- Document libraries
  - Create a new document library
  - All about metadata
  - Properties of a webpart
  - Templates
  - Workflows
- Views
  - Create and maintain views
  - Grouped views
- Lists
  - Create a list with fields
  - Perform calculations
  - Import and export data to Excel
- Adjust the team site
  - Place webparts directly on the site
  - Reduce the amount of sent emails with the webpart announcements
- Meeting workspaces
  - On a page place the tasks and decision webpart
  - Save the site as a template