

## *Training to Deliver*

### **MOSS Site Owner**

#### **Course Summary:**

On successful completion of this course delegates will be able to create and manage a range of content that will aid collaborative working within Microsoft Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007.

The course will cover the following topics:

- Creating and managing Lists, Libraries and Views
- Creating and managing Wikis and Blogs
- Creating KPI's
- Using Search
- Using Excel Services
- Using Business Data Catalog
- Content Management (Site Columns, Content Types, Workflow and Publishing)
- Managing People and Groups (Permissions/Audiences)
- Creating Sub Sites and Pages
- Web Parts
- Features
- General Site Administration

#### **What are the pre-requisites?**

Experience at using Microsoft Office tools would be beneficial.

#### **Delegate Profile**

This course is aimed at a Business Professional who has a good level of IT knowledge. They will ideally manage one or more SharePoint sites within an organisation.

#### **Certification:**

This course contains elements from the Microsoft course 5061A (Implementing Microsoft Office SharePoint Server 2007). Delegates may find this course useful in preparation for Microsoft exams 70-630.

Course Code	Times	Length of Course	Venue
CPS 732	9.30 – 4.30pm	2 Days	CPS Offices

#### **Do I need to bring anything?**

Note taking material will be provided.

**For more information visit [www.cpstraining.co.uk](http://www.cpstraining.co.uk) or call 01628 895600**