



Formation MS SharePoint Server - Lists management (management of non-file datas) in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 1150

Goal : After this workshop, the learners will be able to create and manage all types of (non-documentary) SharePoint lists and related options, to enable them to manage complex projects or departments information structures or even the entire enterprise. It is important to note that InfoPath form libraries are discussed in the related InfoPath course.

Audience : Any user, especially those responsible for the transfer and management of corporate

information, synchronization of collaborative work and time management.

Prerequisites : Mastery of the MS Windows environment, basics of MS Office and MS Internet Explorer and experience in management of projects, departments or corporate wide structures.

Goals :

- Introduction
- Presentation of all Office 365 list types
- Create and delete Images, Links, Forum, Tasks, Projects, Problems, Polls, Media, etc. lists types
- Interconnect lists
- Define item templates for lists
- Define Content Types and Site Columns for lists
- Add / Remove or edit items in a list
- Using the site and site collection recycle bin
- Manage item versions
- Define the Columns of a list and their visibility (text, users, links, number, etc.)
- Integrity of columns and input masks
- Define data list Columns with automatic calculations
- Differences between sorting on simple columns and multiple choice columns
- Create custom views with grouping, filtering and themes, etc.
- Using Enterprise keywords
- Definition of managed metadata (taxonomy / folksonomy)
- Using managed metadata for filters and search
- Create and manage content alarms
- Using group calendars
- Exchange Manage Calendar overlay, event colors, and MS Exchange calendar import
- ...

Pedagogical method : Training based on examples improvised by the trainer according to the needs of the learners. The training includes 95% practice and 5% theory.

Suggested duration for presentiel training (days) : 4

Suggested duration for on-line training (days) : 4.8

Daily price in face-to-face : 425 CHF

Daily price in remote : 204 CHF

Daily price in remote for students : [contact](#) us (only if student card!)

Daily price in remote (with recording) : 2125 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :** *MOSS 2007 - Créez votre site collaboratif étape par étape*
- **Author(s) :** *Sandrine Schmitt*
- **Pages :** 274
- **ISBN :** 9782746041691

Tags : sharepoint course, training sharepoint, sharepoint, sharepoint lists, sharepoint calendar, forum, announcements, bdc,

kpi sharepoint, gantt sharepoint, views, filters, web parts, sharepoint surveys, outlook, sharepoint tasks.

Please enable JavaScript to view the [comments powered by Disqus.](#)