



Formation MS SharePoint Server - Communication and Publishing 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 :** 1156

**Goal :** This workshop allows the persons responsible for the communication on the Intranet to acquire the SharePoint techniques relating to an efficient management of the publication of the information and the personalization of the web pages.

**Audience :** This training is intended primarily for people occupying the job of Web Publisher (responsible for updating the intranet) and that don't have any Web Developer skills.

**Prerequisites :** Training in Multimedia / Communication and if possible (but not mandatory) knowledge of the fundamentals of web development in HTML / CSS / Javascript and Photoshop. It is strongly recommended to have taken the course on Web Parts because only a reminder on the simplest Web Parts will be made.

**Goals :**

- Introduction
- Creating an effective UI (with or without SharePoint Designer)
- Important differences between Wiki Pages and Publication Pages
- Important differences between Article Pages and Web Part Pages for version tracking
- Edit mode of a standard or mobile page
- Discovering different default Page Templates
- Management of Pages Versions
- Check-In/Check-Out of Pages
- Manually approving Pages
- Approval workflow for Publication Pages
- Deleting and Retrieving Deleted Pages
- Reminders on some basic Web Parts
- Copy / Paste a Page file to another site
- Define the period of visibility of the Pages or their content
- Enabling and Using the Smart Client Authoring
- Cross-site Publishing
- SEO Optimisation
- Creating Article Page templates with SharePoint Designer
- Using Blogs in R&D Departments and MathJax Integration
- Adding the Notes Board or Microblogging Web Parts
- ...

**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) : 2**

**Suggested duration for on-line training (days) : 2.4**

**Daily price in face-to-face : 375 CHF**

**Daily price in remote : 180 CHF**

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

**Daily price in remote (with recording) : 1875 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).

**Tags :** sharepoint training, sharepoint course, cms sharepoint, web publisher office sharepoint, cms, web update sharepoint, publishing, intranet, web publisher, web update, web update sharepoint.

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