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### **Creating and Configuring a New Site**

- Create a New Site
- Configure the Look and Feel of Your Site

### **Adding and Configuring Libraries**

- Configure a Document Library
- Configure Document Versioning and Check Out
- Configure a Content Approval Process

### **Adding and Configuring Lists**

- Add and Configure an Announcements List
- Add and Configure a Tasks List
- Create, Configure, and Integrate Contacts and Calendars

### **Creating Custom Lists and Forms**

- Create and Configure Custom Lists
- Create Custom List Forms

### **Assigning Permissions and Access Rights**

- Share Sites and Set Site Permissions
- Secure Lists, Libraries, and Documents

### **Extending SharePoint Functionality with Web Parts**

- Add and Configure Included Web Parts
- Add and Configure External Web Parts