



Course Outline

SharePoint 2007 for Information Workers

Course Number: SHR0701

Length: 2 Days

Audience: People who will own, manage or contribute to SharePoint web sites. Suitable for users of Windows SharePoint Services (WSS) 3.0 or Microsoft Office SharePoint Server 2007.

Content:

About SharePoint

- Introducing SharePoint
- Why Collaborate with SharePoint?
- The Contents within a SharePoint Site
- The Structure of SharePoint Sites

Getting Started in SharePoint

- Exploring an Existing SharePoint Site
- Navigating to Lists and Libraries
- Backtracking your Navigation with the Breadcrumb Bar
- Adding Entries to an Existing List

Granting Access to Your Site

- Adding Users to your Site
- Creating Site Groups
- Assigning Users to Group
- Changing Site Access Permissions
- Applying Permissions to Lists
- Applying Permissions to Items in Lists

Working with Lists

- Creating and Assigning Tasks
- Create a List from a Template
- Setting Content Approval
- Approving or Rejecting List Items
- Creating Custom Lists
- Creating a List from a Spreadsheet
- Viewing Lists as Datasheets
- Exporting List Content to Excel
- Viewing List Content in RSS Feeds
- Viewing Contacts, Events and Tasks in Outlook

Working with Document Libraries

- Creating a New Document Library
- Uploading Existing Documents to a Library
- Creating New Documents for a Library
- Editing Documents in a Library



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- Refining Version History Settings
- Creating Folders in a Library
- Copying Documents between Folders
- Deleting a Document from the Library
- Restoring a Document from the Recycle Bin
- Deleting a Library

Working with Picture and Form Libraries

- Creating and Populating a Picture Library
- Creating a Form Library for InfoPath Forms
- Filling out a Form

Customizing the Team Site Home Page

- Changing the Site Title and Description
- Changing the Site Image
- Changing the Site Theme
- Customizing the Top Link Bar
- Adding, Modifying and Removing Web Parts
- Rearranging Web Parts on the Home Page
- Modifying the Quick Launch Bar

Creating Pages

- Creating a Basic Page
- Modifying a Basic Page
- Creating a Web Part Page
- Modifying a Web Part Page

Working with Subsites

- Creating a Document Workspace
- Creating a Meeting Workspace
- Creating a Team Site
- Deleting a Subsite

Working with Surveys

- Creating a Survey
- Modifying a Survey
- Adding Branching Logic to a Survey
- Responding to a Survey
- Displaying Survey Responses
- Exporting Survey Results to Excel

Working with Discussions, Blogs and Wikis

- Creating a Discussion Board
- Adding discussion posts and replies
- Creating a weblog (blog)
- Creating a blog entry



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- Replying to a blog entry
- Creating a wiki site
- Creating an entry in a wiki site
- Editing an existing entry in a wiki site

Using Workflows in a Document Library

- Designing a Workflow for a Library
- Initiating a Workflow on a Document
- Participating in a Workflow
- Reviewing the Status of Existing Workflows

Appendix: Features Specific to Microsoft Office SharePoint Server

- Populating your MySite page
- Working with Key Performance Indicators (KPI)