

# Microsoft® Office SharePoint® Server 2007: Introduction

Course length: 1 day

**Course Description** You worked with Office applications to share information with your coworkers. Information sharing often requires multiple software that do not necessarily work well together. Microsoft® Office SharePoint® Server 2007 combines the familiar Office tools and the latest technology. It also extends the functionality of the applications and the web into a single environment to share information, no matter where you are or how you access it. In this course, you will create and edit content in a team site and also manage your own team site.

**Course Objective:** You will create a team site to facilitate collaboration among the team members.

**Target Student:** This course is intended for Microsoft® Office SharePoint® Server 2007 users who need to create, manage, and publish their work, and communicate in a collaborative environment.

**Prerequisites:** To ensure success in this course, familiarity with the Office 2007 interface and navigational tools is highly recommended.

**Performance-Based Objectives:** Upon successful completion of this course, students will be able to:

- ◆ Log into the SharePoint server and assign permission to users.
- ◆ Add information to a team site.
- ◆ Customize a site.
- ◆ Work with subsites.
- ◆ Work with forms.
- ◆ Share information with team members.
- ◆ Work with a personal site.
- ◆ Search the SharePoint sites.
- ◆ Integrate external data in a SharePoint site.

# Course Content

## **Lesson 1: Getting Started with SharePoint Server**

- Explore the SharePoint Environment
- Assign Permissions

## **Lesson 2: Adding Information to a Team Site**

- Use Libraries
- Work with Lists
- Create a Workflow

## **Lesson 3: Customizing a Site**

- Customize the Look and Feel of a Site
- Customize Libraries and Lists
- Customize the Default Calendar
- Customize Pages Using Web Parts

## **Lesson 4: Working with Subsites**

- Create a Subsite
- Create a Site Page

## **Lesson 5: Working with Forms**

- Add Form Templates to a Form Library
- Use Form Templates

## **Lesson 6: Sharing Information with Team Members**

- Create a Discussion Board
- Create Wiki Pages
- Communicate Using Blogs

## **Lesson 7: Working with Personalized Sites**

- Create My Site
- Customize My Site

## **Lesson 8: Searching SharePoint Sites**

- Perform a Search
- Customize the Search Settings

## **Lesson 9: Integrating External Data**

- Use Excel Services
- Work with Report Center
- Work with Dashboards
- Use Business Data Catalog