

Microsoft® Office SharePoint Server 2007: Introduction

Course length: 2 Days

Course Description: In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Microsoft® Office SharePoint Server (MOSS) 2007 combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a team website created using MOSS 2007, and then you will create and manage your own team site.

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

- Examine collaboration technology and SharePoint team sites.
- Work with lists.
- Work with libraries.
- Communicate with team members.
- Customize your SharePoint environment.
- Create a team site.
- Perform basic site administration.

Course Content

Lesson 1: Introduction to SharePoint Technologies

MOSS Portals
MOSS Navigation
MOSS Search
Managing Site Look and Feel
Site Creation

Lesson 2: Sites

Sites Overview
Site Layouts
Site Navigation
Creating Sites
Managing Site Security
Changing Site Details
Managing Site Templates
WSS Site Search
Using Site Statistics
Managing Site and Site Collection Features
Recycle Bin

Lesson 3: SharePoint Server 2007

MOSS Portals
MOSS Navigation Enhancements
MOSS Search
Managing Site Look and Feel
MOSS Site Templates
Site Creation
Using Reports

Lesson 4: List Concepts

Creating Lists
Working with Lists
Managing Lists
Advanced List Concepts
Advanced Office Integration

Lesson 5: Lists

Communications
Tracking
Custom Lists

Lesson 6: Libraries

Document Library
Form Library
Picture Library
Wiki Page Library
Report Library
Advanced Library Concepts

Lesson 7: Workflow and Information Management Policies

Workflow
Information Management Policies

Lesson 8: Pages and Web Parts

Pages
Web Parts

Lesson 9: Personalization Features

Alerts
My Site
My Links
Personalization Sites