

Microsoft Office SharePoint Server Fundamentals

The goal of this 2-day workshop is to present participants with an understanding for how to use, operate, and build sites in a Microsoft Office SharePoint Server 2007 environment. Participants first learn about site navigation, data storage, and retrieval through instructor-led modules covering navigation, search, and effective use of lists and libraries. Building on this information, participants then take a deeper dive into site administration, learning how to create and manage sites, lists, libraries, views, and workflows. Security and rights administration are also covered. Functional concepts and best practices are interwoven into the material, providing a framework for the topics discussed.

Who Should Attend

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

Workshop Objectives:

- ▶ Understand what SharePoint is.
- ▶ Learn the SharePoint environment.
- ▶ Work with Document Libraries.
- ▶ Check Library Documents in and out.
- ▶ Work with Announcements.
- ▶ Work with Calendars.
- ▶ Work with Contacts.
- ▶ Work with Tasks.
- ▶ Create and manage Meeting Spaces.
- ▶ Participate in discussions.
- ▶ Write a Blog Post.
- ▶ Comment on a Blog Post.
- ▶ Subscribe to SharePoint RSS feeds.
- ▶ Office Client Integration (Word, Excel, PowerPoint, and Outlook).
- ▶ Setting up versioning.
- ▶ Creating dynamic presentations with the Slide Library.
- ▶ Using alert notifications to know when items are added/changed.
- ▶ Creating reusable content with Content Types.

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I. Getting Started with SharePoint Server

- (a) Explore the SharePoint Environment
- (b) Assign Permissions

II. Adding Information to a Team Site

- (a) Use Libraries
- (b) Work with Lists
- (c) Create a Workflow

III. Customizing a Site

- (a) Customize the Look and Feel of a Site
- (b) Customize Libraries and Lists
- (c) Customize the Default Calendar
- (d) Customize Pages Using Web Parts

IV. Working with Subsites

- (a) Create a Subsite
- (b) Create a Site Page

V. Working with Forms

- (a) Add Form Templates to a Form Library
- (b) Use Form Templates

VI. Sharing Information with Team Members

- (a) Create a Discussion Board
- (b) Create Wiki Pages
- (c) Communicate Using Blogs

VII. Working with Personalized Sites

- (a) Create My Site
- (b) Customize My Site

VIII. Searching SharePoint Sites

- (a) Perform a Search
- (b) Customize the Search Settings

IX. Integrating External Data

- (a) Use Excel Services
- (b) Work with Report Center
- (c) Work with Dashboards
- (d) Use Business Data Catalog