

Using Microsoft Office SharePoint Server 2007

Course Code: ADAMOSS07

Length: 2 Days

Course Description: This 2-day instructor-led course provides students with the knowledge and skills to use Windows Office SharePoint Server 2007 to apply collaborative solutions to real world scenarios. This course will also provide a solution to companies, departments, and project teams that need to share information and collaborate on projects in an efficient and cost-effective manner.

After completing this course, students will be able to:

- Define uses for Microsoft Office SharePoint Server.
- Use the default Office SharePoint Server collaboration portal.
- Customize the default Windows SharePoint Collaboration Portal
- Site content and structure management
- Create and manage standard lists.
- Create SharePoint Server 2007 specific lists.
- Create Form Libraries Through InfoPath Form Publishing.
- Create Simple Workflows.

Prerequisites

Before attending this course, students must have experience with Microsoft Internet browser, as well as power user experience in any application in the Microsoft Office Suite. Information management experience and/or prior SharePoint experience is also helpful but **not** required.

Outline

Lesson 1: SharePoint Office Server 2007

- What is Office SharePoint Server 2007
- Office SharePoint Server in business

Lesson 2: Navigating the Default Collaboration Portal

- Collaboration Portal Overview
- Document Center Overview
- News Site Overview
- Reports Site Overview
- Search Site Overview
- Site Directory
- Creating a new Site

Lesson 3: Managing a Personal Web Site

- Creating a Personal Site

- Your Profile
- My Site Overview
- My Calendar
- My Links Summary
- My Alerts Summary
- Modify My Page
- Public and Private information
- Explore the Site Actions menu

Lesson 4: Creating and Modifying Lists

- Create a Contact List
- Create a Task List
- Create an Issues List
- Create Custom Lists
- Enable versioning
- Apply Permissions to Lists

Overview

- Set Content Approval
- Email Notifications
- Approve or Reject List Items



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Lesson 5: Creating and Managing Libraries

- Create a Document Library
- Add Documents
- Modify Documents
- Create a Form Library
- Fill Out Forms
- Create a Picture Library
- Add Pictures
- Delete a Library

Lesson 6: Workflow and Information Management

- Workflows explained
- Workflow Lists
- Creating a Workflow
- Using a Workflow
- Workflow Status
- Workflow Settings
- Removing Workflows