



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
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Microsoft Office SharePoint Server 2007: Site Member

MS-50261-SM Rev 10.09

2 days

Description

This class, the first half Mindsharp's comprehensive "Power End Users" course, will present students with a ground-up understanding of how to use and operate sites in a Microsoft Office SharePoint Server 2007 environment. Students will learn about site navigation, data storage, and retrieval through instructor-led modules covering navigation, search, and effective use of lists and libraries. Functional concepts and best practices are interwoven into the material, providing a framework for the topics discussed.

Prerequisites

- *Basic knowledge of Windows and file management*
- *Basic knowledge of Microsoft Office 2007 products*
- *Experience using Internet Explorer*

Course Outline

Module 1: Introduction to Microsoft SharePoint 2007

Lesson 1: Overview of SharePoint
Lesson 2: Getting Started in SharePoint 2007
Lesson 3: Find Things in MOSS 2007
Lesson 4: Using Alerts in SharePoint
Lesson 5: Welcome [User] Links
Lesson 6: Personalize SharePoint Pages

Module 2: Working with Lists in SharePoint 2007

Lesson 1: Overview of Default Lists and List Templates
Lesson 2: Add, Modify, and Delete Content in SharePoint Lists
Lesson 3: Sort and Filter Content
Lesson 4: Advanced List Features
Lesson 5: Using Default and Custom Views
Lesson 6: Connect a List to Microsoft Outlook
Lesson 7: Send E-mail to a List

Module 3: Working with Document Libraries in SharePoint 2007

Lesson 1: Overview of Document Libraries
Lesson 2: Create New Documents and Folders and Upload Documents to Document Libraries
Lesson 3: View and Edit Documents and Document Properties
Lesson 4: Document Management Features
Lesson 5: Using Workflows in a Document Library

Module 4: Using Windows SharePoint 2007 Collaborative Sites

Lesson 1: Document Workspaces
Lesson 2: Meeting Workspaces
Lesson 3: Wiki Sites
Lesson 4: Blog Sites



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