



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Microsoft Office SharePoint Server 2007: Site Owner

MS-50261-SO Rev 10.09

3 days

Description

This class, the second half Mindsharp's comprehensive "Power End Users" course, expands on the skills covered in the Site Member course. Students will 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. On the final day, students will explore My Site to create a customized work portal and work with Office 2007 applications. The use of SharePoint Designer and InfoPath will also be covered. 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*
- *Microsoft Office SharePoint Server 2007: Site Member*

Course Outline

Module 1: Create and Manage Lists and Libraries

Lesson 1: Create Lists and Libraries

Lesson 2: Manage List and Library Settings

Lesson 3: Create and Manage List and Library Columns

Lesson 4: Create and Manage Views

Module 2: Customize a SharePoint Site Using Web Parts

Lesson 1: Introduction to Web Parts

Lesson 2: Adding Web Parts to a Web Part Page

Lesson 3: Move, Close, and Delete Web Parts

Lesson 4: Customize Web Part Properties

Lesson 5: Combining Data from Different Lists

Module 3: Create Sites and Web Pages

Lesson 1: Create Sites

Lesson 2: Create Web Pages

Module 4: Secure a SharePoint Site

Lesson 1: Introduction to SharePoint Security

Lesson 2: Manage User Access to SharePoint Sites

Lesson 3: Manage SharePoint Groups and Users

Lesson 4: Best Practices for Assigning Permissions in SharePoint

Module 5: Modify the Look and Feel of SharePoint 2007 Sites

Lesson 1: Customize the Site Title, Description, and Icon

Lesson 2: Navigation Settings

Lesson 3: Left Navigation Panel Options

Lesson 4: More "Look and Feel" Settings



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Module 6: Manage SharePoint Workflows

Lesson 1: Introduction

Lesson 2: Overview of Workflows

Lesson 3: Workflow Administration

Lesson 4: Custom Workflows

Module 7: Content Types

Lesson 1: Introduction to Content Types

Lesson 2: Work with Content Types

Module 8: Site Administration

Lesson 1: Introduction to Site Administration Settings

Lesson 2: Manage Regional Settings

Lesson 3: Manage Site Libraries and Lists

Lesson 4: View Site Usage Data

Lesson 5: Manage Usage Alerts

Lesson 6: Manage RSS Usage

Lesson 7: Manage Sites and Workspaces

Lesson 8: Site Features

Lesson 9: Delete a Site

Lesson 10: Search Settings

Lesson 11: Content and Structure

Module 9: Effective Use of My Site [Optional]

Lesson 1: My Site Benefits and Creation

Lesson 2: My Site Navigation and Modification

Lesson 3: Advertise Information About Yourself

Lesson 4: Collaborate with Colleagues

Lesson 5: Keep Track of Content

Lesson 6: Store Personal and Public Files

Lesson 7: Office 2007 Integration with My Site

Lesson 8: Using Outlook Web Access Web Parts

Lesson 9: Best Practices for Using My Site

Instructor Demos [Optional]

SharePoint Designer

InfoPath

Appendices

Appendix A: Glossary

Appendix B: Permissions

Appendix C: Permissions with Dependencies

Appendix D: Permission Levels

Appendix E: Web Parts

Appendix F: Web Part Zone Layouts

Appendix G: Site Columns

Appendix H: Site Templates

Appendix I: Content Types

Appendix J: Blocked File Types



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