



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: Power End Users

MS-50261 Rev 09.09

5 days

Description

This class combines Mindsharp's "Site Member" and "Site Owner" courses to provide comprehensive training that will present students with a ground-up understanding of how to use, operate, and build sites in a Microsoft Office SharePoint Server 2007 environment. Students 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, students 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.

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 [Site Member]

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 [Site Member]

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 [Site Member]

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: Create and Manage Lists and Libraries [Site Owner]

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



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions





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

Module 5: Customize a SharePoint Site Using Web Parts [Site Owner]

- 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 6: Create Sites and Web Pages [Site Owner]

- Lesson 1: Create Sites
- Lesson 2: Create Web Pages

Module 7: Secure a SharePoint Site [Site Owner]

- 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 8: Modify the Look and Feel of SharePoint 2007 Sites [Site Owner]

- 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

Module 9: Manage SharePoint Workflows [Site Owner]

- Lesson 1: Introduction
- Lesson 2: Overview of Workflows
- Lesson 3: Workflow Administration
- Lesson 4: Custom Workflows

Module 10: Content Types [Site Owner]

- Lesson 1: Introduction to Content Types
- Lesson 2: Work with Content Types

Module 11: Site Administration [Site Owner]

- 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 12: Using Windows SharePoint 2007 Collaborative Sites [Site Member]

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



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions





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

Module 13: 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



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions

