

## SharePoint 2007 Introduction for End Users

Course Duration – 4 days

### Overview

This course combines our SharePoint 2007 Site Member and SharePoint 2007 Site Owner course into 4 days to create a Power User course for delegates that are new to SharePoint, attendees will cover the full content that is covered in our 3 day Power End User course for SharePoint 2007 but at a slower pace.

## SharePoint 2007 Site Member End User

Course Duration – 2 days

### Overview

This course concentrates on SharePoint 2007 from the Member's perspective. This course is aimed at non-technical users who will view, edit and contribute content to Windows SharePoint Services Sites.

### Prerequisites

This course is aimed at delegates that have had no previous exposure to SharePoint 2007 or delegates that are very new to SharePoint 2007. No previous experience is necessary.

### Audience

This course combines focus and understanding for those contributing to MOSS 2007 sites. Individuals performing the jobs listed below will benefit from knowledge and skills gained in this course.

- MOSS 2007 users who want to develop a better understanding of how to efficiently find content, and use and contribute to collaborative sites.

## Module 1: Introduction to Microsoft Office SharePoint Server 2007

This module highlights the uses and benefits of MOSS 2007. Navigational components, alerts, and personalization are reviewed and demonstrated. In addition, terminology used throughout the course is defined in this module. The following topics are also covered:

- Overview of MOSS 2007
- Get Started Using MOSS 2007
- Search for Content
- Use Alerts
- Welcome User Links
- Personalize MOSS 2007 Page

## Module 2: Work with Lists

Lists serve as the structure for calendars, discussion boards, contacts, and tasks in MOSS 2007. This module explains the concept of lists, and then reviews popular out-of-the-box options. The operative differences of each option are highlighted through Instructor-led demonstrations. Students learn effective ways to use and contribute to lists. Demonstrations of filters and views highlight usability and efficiency. The following topics are also covered:

- How to Add and Modify Content
- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in MOSS 2007 Lists
- Sort and Filter Content
- Advanced List Features
- Use Default and Custom Views
- Connect a List to Microsoft Outlook

## Module 3: Work with Document Libraries

Document sharing is a primary function of collaborative sites. In this module, libraries are defined and their use is highlighted through Instructor-led demonstrations. Analysis of metadata breaks down the fundamental purpose and function of this important component. Additionally, a how-to review of workflows provides insight into how to use of this popular efficiency tool. The following topics are also covered:

- Overview of Document Libraries
- Create and Upload Documents
- View and Edit Documents and Document Properties
- Document Management Features
- Use Workflows in a Document Library

## Module 4: Use Collaborative Sites

In this module students learn how to use and create workspaces. Explanation and differentiation of wikis and blogs help students understand the format and function of each type of workspace. Instructor-led demonstrations provide additional information on how to effectively use these communication tools. The following topics are also covered:

- Document Workspaces
- Meeting Workspaces
- Wiki Sites
- Blog Sites

## Module 5: Effective Use of My Sites

In this module, students investigate the Web Parts, pages, lists and libraries available through a My Site. Focusing on personal and collaborative efficiencies through use of a My Site's data sharing and roll up tools, students gain insight on ways to more proficiently access and share information. The following topics are covered:

- My Sites benefit and creation
- My Site navigation and modification
- Advertise information about yourself
- Collaborate with colleagues
- Keep track of content
- Store personal and public files
- Office 2007 integration with My Site
- Using Outlook Web Access web part

## SharePoint 2007 Site Owner End User

Duration: 2 days

This course concentrates on SharePoint 2007 from the Site Owner's perspective. This course is aimed at a non-technical user who will administer a Windows SharePoint Services Site.

### Prerequisites

Delegates will need to complete the SharePoint 2007 Member course prior to attending this course or have the equivalent knowledge and skills.

Lessons Covered:

### Module 1: Create and Manage Lists and Libraries

Maintenance and creation of lists and libraries are one of the site owner's primary responsibilities. Well constructed lists and libraries save users time and frustration, which translates to an effective gain for organizations. This module covers elements such as views and metadata that are fundamental to this construction. Versioning and other library settings that can serve to enhance a list or library are also taught in this module. The following lessons are covered:

- Create Lists and Libraries
- Manage List and Library settings
- Create and Manage Site Columns
- Create and Manage Views

## Module 2: Customize Sites Using Web Parts

Web Parts are used to focus site content. In this module students learn how to apply and manage Web Parts in a manner that promotes site usability. This module also includes Instructor-led demonstrations on adding and removing Web Parts and modifying Web Part display settings. This module also provides an overview of Web Parts that allow content targeting. The following lessons are covered:

- Introduction to Web Parts
- Add, Close, and Delete Web Parts
- Customize Web Part Properties
- Target Content with Web Parts

## Module 3: Create Sites and Web Pages

Fundamentally, site collections are composed of sites, basic pages, and Web Part pages. In this module students create each of these components to develop an enhanced understanding of each item's function and appropriate use. The following lessons are covered:

- Create New Sites
- Create Basic Pages and Web Part Pages

## Module 4: Modify the Look and Feel of Sites

In this lesson site owners learn how to customize navigational settings, site descriptors, and themes. This module also focuses on the creation and use of templates, which are a significant time saving utility. The following lessons also are covered:

- Customize Site Title, Description, and Icon
- Configure Navigation Settings
- Left Navigation Panel Options
- Apply Site Themes
- Create Site Templates

## Module 5: Securing a SharePoint Site

This module details how to manage permissions in SharePoint sites, Lists, Libraries, items and documents. Creating SharePoint groups, managing access and configuring custom permission levels are among the topics covered. The following lessons are covered:

- Introduction to SharePoint Security
- Manage User Access to SharePoint Sites

- Manage SharePoint Groups and Users
- Best Practices for Assigning Permissions in SharePoint

### **Module 6: Manage Workflows**

Workflows are a powerful efficiency tool that can be used to organize and track process driven tasks. In this course, application and customization of these workflows is demonstrated using realworld examples. Students are given the opportunity to build workflows and track workflow tasks. The following lessons are covered:

- Overview of Workflows
- Workflow Administration
- Build Custom Workflows

### **Module 7: Content Types**

Configuration of Content Types allows Site Collection Administrators and Site Owners to group attributes such as metadata, workflows and document templates into functional components. This functionality allows for an enhanced user experience and reduced administrative overhead: The following lessons are also covered:

- Overview of Content Types
- Work with Content Types
- Add columns to Content Types
- Associate documents with Content Types

### **Module 8: Site Administration**

This module provides insights into the site tools available through Site Administration. Usage reports, user alerts, features, and regional setting options are among the topics covered. Coverage includes an emphasis on function and the appropriate use of these tools. The following lessons are covered:

- Introduction to Site Administration Settings
- Manage Regional Settings
- View Site Usage Data
- Manage User Alerts
- Manage RSS Usage
- Manage Sites and Workspaces
- Site Features