

## 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 parts
- Best practices for using My Site