

## SharePoint 2007 End User Level 1 Online Training

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.

### Lessons Covered:

- Overview of SharePoint
- Navigating and searching SharePoint sites
- Overview of Document Libraries and Lists
- Adding and Modifying Content
- Document Management
  - Check-out/Check-in
  - Edit and view document properties
  - Version history
  - Content approval
  - Use of folders
  - The Document Management Task pane in Office 2007
- Connect to Outlook
  - Document libraries
  - Lists
    - Calendar
    - Tasks
    - Contacts
    - Discussion boards
- Use of the recycle bin
- Use and management of alerts
- List management
  - Export list data to spreadsheets
  - Using column filters
  - Version history
  - View and subscribe to RSS feeds
- Understanding and using workflow
- List and library views
  - Default views
  - Custom views
  - Datasheet view
- Meeting and Document Workspaces
  - Introduction
  - Creating workspaces
  - Using workspaces

**After completing the course, students will understand:**

- How to navigate and search SharePoint sites
- How to work with document libraries and lists
- How to add and modify content
- How to use document management features
- How to use new Outlook integration features
- How to use the recycle bin
- How to set and manage alerts
- How to manage lists
- How to use workflows
- How views are used in SharePoint
- How to create and use document and meeting workspaces
- How to contribute to Wiki and Blog sites