

Overview of SharePoint 2007

Overview

This 2-hour course explains SharePoint Products and Technologies, why you would use it, the features that make it a valuable business tool, as well as the benefits of using SharePoint. This course gives a foundation that will be essential as you begin to leverage the many uses of SharePoint throughout your work day.

Student Prerequisites

Be familiar with Microsoft Office products and Internet Explorer or an equivalent Internet browser.

Topics Discussed

- Overview of SharePoint Products and Technologies
- The key components of the SharePoint environment
- How SharePoint addresses workplace challenges
- How SharePoint enhances productivity and collaboration among users
- Overview of how SharePoint integrates with other Microsoft Office applications

Ideal Student

End users who want to learn about SharePoint Products and Technologies and its value in the workplace.