

Microsoft Office SharePoint Server 2007 Site Member

Vendor Course Code: Site Member

Course Length: 1 day

Overview: Students will navigate around a SharePoint site and create a Wiki page. They will create their own site to work with, upload and manage documents & create list items, like tasks or surveys. They will learn how to search SharePoint effectively, work with different views and learn about document management.

Students will learn how to use SharePoint to manage workflows, approve/reject/reassign a document, check workflow status, view and interpret workflow history and report on My Tasks and documents Pending Approval. They will sign up to an alert to receive an email when the Wiki page is updated and also subscribe to an RSS feed, which keeps you informed when items are changed/added/deleted. Examining some of the collaborative tools in SharePoint, students will create document workspaces (from SharePoint or Office 2007) and a meeting workplace from the calendar.

By the end of the day the new 'End User' is now an efficient SharePoint user; building, customising and managing their own sites.

Skills Gained:

After completing this 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 the document management features
- How to use 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

Key Topics:

What is SharePoint?

- Making SharePoint Work for You
- How Office SharePoint Server 2007 Works with Programs in the Microsoft Office System
- Collaboration
- What Is a Member ?

Web Parts and Personalising SharePoint Pages

- What Are Web Parts?
- Web Part Pages
- Types of Web Parts
- Personalising Your Page
- Customising Web Parts
- Move, Close and Delete Web Parts

Understanding Document Libraries

- Document Libraries
- The Document Management Capabilities of Document Libraries
- Managing Versions
- Integrating Microsoft Office Applications with SharePoint

Working With Lists

- Navigating Lists
- List Views

Meeting and Document Workspaces

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

Staying Informed with Alerts

- Managing Alerts

Using Workflow

- Out-of-the-box Workflows
- Initiating Workflows

Connecting to Outlook

- Connecting Lists
- Connecting to Libraries
- Connecting RSS Feeds

Using the Recycle Bin

- End User Recycle Bin

My Site

- My Profile
- My Home

Target Audience:

This course is aimed at a non-technical user who will view, edit and contribute content to a Windows SharePoint Services Site.

Please note: this course is not suitable for SharePoint IT Professionals, developers or designers

Prerequisites:

Before attending this workshop, students should be familiar with Microsoft Office and have been working with MOSS/WSS from a client site for three months. As this is an entry-level course, basic concepts will be covered for totally new users.