

SharePoint 2007 Member course (End User)

2 days

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