



### **SharePoint 2007 Management Overview 1 day**

This one day overview provides delegates with the opportunity to gain an understanding of Microsoft Office SharePoint Server 2007 and the product's capabilities. The Overview is ideal for any individual within an organization that would like to see how MOSS 2007 could be of benefit.

- Intro to SharePoint. What it is and why we use it.
- SharePoint Technology Overview. Servers and services.
- Differences between MOSS and WSS
- Using Audiences to manage information targeting
- Using MOSS search to find information
- Using Mysites
- Working with documents in WSS – check in/out, versioning, content types, recycle bin
- Working with information in WSS – Lists, surveys, office integration.
- Question and Answer session