

SharePoint 2007 Power End User

3 days

Lessons Covered:

This course concentrates on SharePoint 2007 from the perspective of users who will be assigned the role of a SharePoint Member and Site Owner. This course is aimed at a non-technical user who will view, edit and contribute content to a Windows SharePoint Services Site and administer those sites.

- 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
 - Document Management Task pane in Office 2007
- Connect to Outlook
 - Document libraries
 - Lists
- Calendar
- Tasks
- Contacts
- Discussion boards
- Use of recycle bin
- Use and management of alerts
- List management
 - Exporting list data to spreadsheet
 - 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
- Contributing to Wiki and Blog Sites
- Creating and Managing Lists, Libraries and Views
 - Creating Lists and Libraries, including:
Document Library, Form Library, Wiki Page Library, Picture Library, Translation Management Library, Report Library, Data Connection Library, Slide Library, Announcements, Contacts, Discussion Board, Links, Calendars, Tasks, Project Tasks, Issue Tracking, Survey, Custom List, Custom List in Datasheet View, KPI List, Languages & Translators, Import Spreadsheet
 - Managing list settings

- Creating and managing columns
- Creating and managing views
- Email enabling a list
- **Managing Users and Groups**
 - Overview of permissions in SharePoint
 - Adding and removing users
 - Adding and removing groups
 - Inheriting permissions
 - Best Practices for assigning permissions in SharePoint
- **Creating and Managing Sites and Web pages**
 - Overview of sites and site templates
 - Creating site collections
 - Creating sites and workspaces
 - Creating web pages
 - Deleting sites and workspaces
- **Site Customization**
 - Adding, moving and customizing web parts
 - Navigational settings
 - Modifying the site theme, title and description
- **Site Administration**
 - Regional settings
 - Viewing site usage data
 - Managing user alerts
 - Enable/disable RSS
 - Introducing and Managing Site Features
 - Managing Related Links scope settings