

## Microsoft SharePoint 2007

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Inclusions:** Microsoft SharePoint instructor, comprehensive course manual, individual computer access and refreshments.

**Audience:** This course is intended for new Microsoft SharePoint users with little or no prior knowledge.

**Prerequisites:** None

**Products Covered:**  
Microsoft SharePoint Server 2007

### Course Description

This one day, instructor-led course covers Microsoft SharePoint Server and deals with administration as well as InfoPath. It includes areas such as document management, Outlook alerts, views and site customisation.

### Objectives

At the completion of this course participants will be able to:

- manage documents and folders to organise site content
- implement discussion boards and other announcement tools
- create alerts in SharePoint and Outlook
- use InfoPath with SharePoint to organise views, forms and workflows
- manage permissions of groups and users
- customise settings and site features

### Topics Covered

#### What is SharePoint 2007?

Opening and Navigating a SharePoint Site

Searching a SharePoint Site

Creating your Own Space

Overview of Document Libraries and Lists

#### Introduction to Meeting and Document Workspaces

Types of Workspaces

Creating and Accessing Workspaces

Publishing to a Workspace

#### Document Management

Using Check-in/Check-out

Editing and Viewing Document Properties

Using Version History

Using Content Approval

#### Folders

Creating a Folder

Viewing a Folder's Contents

Moving Items and Deleting a Folder

#### Discussion Boards

Setting Up and Using a Discussion Board

Modifying a Discussion Board

#### Parts of your Space

Tasks and Documents

Announcements

#### The Recycle Bin

Deleting an Item

Accessing the Recycle Bin

Recovering an Item

#### Adding Alerts to Outlook 2007

Creating an Alert in SharePoint

Adding Alerts to Outlook 2007

#### Basic Office Tasks

Opening the Document Pane

Overview of the Pane

Publishing a File to a Workspace

Where to Find Common SharePoint Tasks

#### Using InfoPath and SharePoint

Publishing an InfoPath Form to SharePoint

Creating and Filling Out a Form

Using SharePoint Views

Using SharePoint Lists in InfoPath

Submitting Forms to a SharePoint Site

#### Using InfoPath Forms with SharePoint

Forms and Workflows

Publishing the Form

Adding a Workflow

Adding a Data Connection to Receive Workflow

Creating a New Form View for the Workflow

Changing the Form in Response to Workflow

#### List Management

Exporting List Data to a Spreadsheet

Using Column Sorting and Filtering

About Version History

Managing List Settings

#### RSS Feeds

Subscribing to RSS Feeds

Viewing RSS Feeds

RSS and SharePoint

#### List and Library Views

Default, Datasheet and Custom Views

Creating and Managing Columns and Views

#### Creating Lists and Libraries

Libraries

Communications and Tracking

Custom Lists and Web Pages

#### Managing Users and Groups

Overview of User Permissions in SharePoint

Adding and Removing Users

Adding and Removing Groups

Inheriting Permissions

Best Practices for Assigning Permissions

#### Creating & Managing Sites & Web Pages

Overview of Sites and Site Templates

About Site Collections

Creating and Deleting Sites and Workspaces

Creating Web Pages

#### 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

Enabling/Disabling RSS Feeds

Introducing and Managing Site Features