Windows Sharepoint Server 2007: Introduction

1-day

You worked with Office applications to share information with your coworkers. Information sharing often requires multiple software that do not necessarily work well together. Microsoft® Office SharePoint® Server 2007 combines the familiar Office tools and the latest technology. It also extends the functionality of the applications and the web into a single environment to share information, no matter where you are or how you access it. In this course, you will create and edit content in a team site and also manage your own team site.

Learning Objectives:

log into the SharePoint server and assign permission to users.
add information to a team site.
customize a site.
work with subsites.
work with forms.
share information with team members.
work with a personal site.
search the SharePoint sites.
integrate external data in a SharePoint site.

Prerequisites:

To ensure success in this course, familiarity with the Office 2007 interface and navigational tools is highly recommended.

Course Content:

Getting Started with SharePoint Server

Explore the SharePoint Environment
Assign Permissions

Adding Information to a Team Site

Use Libraries
Work with Lists
Create a Workflow

Customizing a Site

Customize the Look and Feel of a Site
Customize Libraries and Lists
Customize the Default Calendar
Customize Pages Using Web Parts

Working with Subsites

Create a Subsite
Create a Site Page

Working with Forms

Add Form Templates to a Form Library
Use Form Templates

Sharing Information with Team Members

Create a Discussion Board
Create Wiki Pages
Communicate Using Blogs

Working with Personalized Sites

Create My Site
Customize My Site

Searching SharePoint Sites

Perform a Search
Customize the Search Settings

Integrating External Data

Use Excel Services
Work with Report Center
Work with Dashboards
Use Business Data Catalog