

Microsoft Office SharePoint 2007

**1 day
Course**

'End User Course'

Course Objectives

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.

Who will Benefit?

This course is suitable for any staff or end users who will be assigned the role of a SharePoint Member and Site Owner.

Course Content

Module 1 – Overview of SharePoint for end users

Module 2 – Navigating a SharePoint Site

Module 3 - Overview of Document Libraries and Lists

Module 5 - Adding and Modifying Content

- Permission

Module 6 - 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

Module 7 - Understanding and using workflow

- From a content management perspective (publishing control)

Module 8 - List and library views

- Default views, Custom views, Datasheet view

Module 9 - Meeting and Document Workspaces

- Introduction, Creating workspaces
- Using workspaces

Module 10 – Calendar Functions

- Module 15 - Use and management of alerts

Module 11 - Managing Users and Groups

- Overview of permissions in SharePoint
- Adding and removing users, Adding and removing groups, Inheriting permissions
- Best Practices for assigning permissions

Module 12-Creating & Managing Sites & Web pages

- Overview of sites and site templates
- Creating site collections, Creating sites and workspaces, Creating web pages,
- Deleting sites and workspaces

Module 13 - Site Customization

- Modifying and feel of the site
- Adding, moving and customizing web parts
- Navigational settings, Modifying the site theme, title and description