



COMPLETE COMPUTING, INC.

Microsoft SharePoint 2007 End-User Level 1

Course length: 2.0 day(s)

Course Description

SharePoint 2007 is the centerpiece of the Microsoft Office system and the next stage in the evolution of the SharePoint technology platform. SharePoint 2007 significantly expands on previously existing Microsoft Office capabilities providing a comprehensive set of tools that can be used as the foundation to create business solutions.

Course Objective

You will create and edit Windows SharePoint 2007 content and create and manage a team site.

Prerequisites

- Experience accessing information via a Web browser.
- Experience with Microsoft Word and Excel. (Course uses Office 2007)

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Understand collaboration technology and Windows SharePoint 2007 sites.
- Work with lists.
- Work with libraries.
- Communicate and collaborate with team members.
- Customize a SharePoint environment.
- Create a new team site.
- Perform site administration.



COMPLETE COMPUTING, INC.

Course Content

Lesson 1: Understanding Windows SharePoint 2007

- Topic 1A: Introduction to Windows SharePoint Services
- Topic 1B: Windows SharePoint Services Team Site

Lesson 2: Working with Lists

- Topic 2A: Add List Items
- Topic 2B: Modify List Items
- Topic 2C: Use a List View
- Topic 2D: Create a View

Lesson 3: Working with Libraries

- Topic 3A: Upload a File
- Topic 3B: Create a Wiki Page
- Topic 3C: Use File Check In and Check Out
- Topic 3D: Work with Offline Content

Lesson 4: Communicating with Team Members

- Topic 4A: Participate in a Discussion Board
- Topic 4B: Add a Blog Entry
- Topic 4C: Work with the People and Groups List

Lesson 5: Customizing Your SharePoint Environment

- Topic 5A: Customize User Information
- Topic 5B: Customize Regional Settings
- Topic 5C: Create an Alert
- Topic 5D: Request Access
- Topic 5E: Create a Custom Site Layout

Lesson 6: Creating a New Team Site

- Topic 6A: Create a Site
- Topic 6B: Create a Workspace
- Topic 6C: Create a List
- Topic 6D: Create a Library
- Topic 6E: Create a Survey
- Topic 6F: Grant Access to a Site

Lesson 7: Performing Site Administration

- Topic 7A: Manage Users and Groups
- Topic 7B: Manage Site Look and Feel
- Topic 7C: Manage Content