

Microsoft Office SharePoint - Training

Get Trained on the Leading Enterprise Business Tool -

Pricing: \$399* / GSA \$349* – for users new to SharePoint

Using SharePoint in the Work Environment - 1 Day

*Includes Microsoft Press text

Microsoft SharePoint is a browser-based collaboration and document management platform from Microsoft. It can be used to host web sites that access shared workspaces and documents, as well as specialized solutions like Enterprise Content Management (ECM). If you have a Windows Server within your organization, you already have SharePoint. *Windows SharePoint Services is free and does not require licenses.*

Course Content

Introduction to Windows SharePoint Services

- What is Windows SharePoint Services?
- Team Collaboration and Sharing
- Versions of Windows SharePoint Services
- Microsoft Office Integration with Windows SharePoint Services
- Microsoft SharePoint Products and Technologies
- Windows SharePoint Services and SharePoint Server 2007

Navigate a SharePoint Site

- Navigate the Home Page & SharePoint Site
- Navigate the Site Hierarchy
- Browse Lists on a SharePoint Site
- Browse Document Libraries
- Understand Web Part Pages
- Use the Recycle Bin

Create and Manage Sites

- Create Sites
- Change a Site's Theme
- Delete a Site

Work with Lists

- Discover Default Lists in a Site
- Create a New List
- Add, edit, and delete List Items
- Use the Datasheet View
- Attach Files to List Items
- Add, edit, and delete List Columns
- Sort and Filter a List
- Delete a List

Work with Surveys and Discussion Boards

- Respond to a Survey
- View Results of a Survey

Create and Manage Libraries

- Create Libraries
- Create Document Libraries
- Create Picture Libraries
- Add Documents
- Add Pictures
- Create a New Folder in a Library
- Delete Documents

Use Windows SharePoint Services with Microsoft Office 2007

- Open Word Documents from a Library
- Save Word Documents to a Library
- Linking Outlook and SharePoint Calendars
- Linking Document Libraries to Outlook

Work with Web Parts

- Web Parts and Web Part Pages
- Remove a Web Part
- Add a Web Part From a Web Part Gallery
- Customize a Web Part Using the Web Part Tool Pane
- Customize a Home Page Using Web Parts

Find Information on a SharePoint Site

- Understand How Search Works
- Execute a Search Query
- Advanced Search

Integrate Paper Capture into SharePoint

- Scan paper into a SharePoint site
- Indexing and Metadata
- Search for Documents
- Version History



Who Should Attend?

Everyone new to SharePoint who likes **hands-on training!** Decision makers, managers, office staff, and programmers can all benefit from this SharePoint overview.

Learn how to collaborate, manage documents, and work more productively with SharePoint.

Prerequisites

- **Basic knowledge of Microsoft Office**
- **Familiarity with Internet Explorer or other Web browser**

Hands-on

This course provides students with the knowledge and skills necessary to efficiently navigate, retrieve, and contribute content in a SharePoint environment. You'll learn how to:

- **Build and navigate SharePoint sites**
- **Create and collaborate with lists and document libraries**
- **Leverage integration with other Microsoft Office Applications**
- **Integrate Paper Capture into SharePoint**

Take-a-ways

- **Understanding of SharePoint building blocks and terms**
- **Gain experience with SharePoint collaboration and document management capabilities to achieve ECM**
- **Microsoft Press SharePoint Text**

Register for one of our upcoming classes: (301) 490-7725 or training@docpointsolutions.com



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