

# Microsoft Office SharePoint - Training Series

Get Trained on the Leading Enterprise Business Tool -

Pricing: \$1495 - 3 Days

## Using Office SharePoint Server (MOSS) 2007 Power User

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, manage your own team site, and facilitate collaboration among the team members.



### Who Should Attend?

This course is intended for Microsoft Office SharePoint Server 2007 users who need to create, manage, and publish their work, and communicate in a collaborative environment from the site owner's perspective.

The content is aimed at users who manage sites in a MOSS 2007 environment.

### Prerequisites

Familiarity with Internet Explorer, Office 2007 interface and navigational tools.

### Hands-on

Students are provided with the practical knowledge necessary for the creation and effective maintenance of Microsoft Office SharePoint Server 2007 sites.

Numerous instructor-led demonstrations and hands-on labs showcase the creation and management of sites, lists, libraries, views, and workflows. Security and rights administration are also covered.

Functional concepts and best practices are interwoven into the material, providing a framework for the topics discussed.

### Take-a-ways

- \* Learn how to build and manage site components, structured around efficient maintenance and consumption.
- \* Impart a practical understanding of how to create and maintain Microsoft Office SharePoint Server 2007 sites.



### Course Content

#### DAY 1

- \* Getting Started with SharePoint server
- \* Adding Information to a team site
- \* Customizing a site
- \* Working with subsites
- \* Working with forms
- \* Sharing information with team members
- \* Working with personalized sites
- \* Searching SharePoint sites
- \* Integrating external data

#### DAY 2 & 3

##### Module 1: Lists and Libraries

- \* Create lists and libraries
- \* Manage list and library settings
- \* Create and manage individual list and library columns and site columns
- \* Create and manage of views

##### Module 2: Customize SharePoint Sites Using Web Parts

- \* Introduction to web parts
- \* Add, close, and delete web parts
- \* Customize web part properties
- \* Web parts that allow content targeting

##### Module 3: Create Sites and Web Pages

- \* Create new sites
- \* Create basic and web part pages

##### Module 4: Secure SharePoint Sites

- \* Introduction to SharePoint security
- \* Manage user access to SharePoint sites
- \* Manage SharePoint groups and users
- \* Best practices for assigning permissions in SharePoint

##### Module 5: Manage the Look and Feel of Sites

- \* Customize the site title, description, and icon
- \* Configure navigation settings
- \* Left navigation panel options
- \* Apply site themes
- \* Create site templates

##### Module 6: Manage Workflows

- \* Overview of workflows
- \* Workflow administration
- \* Build custom workflows

##### Module 7: Content Types

- \* Overview of content types
- \* Create new content types
- \* Add columns to content types
- \* Associate content types with workflows

##### Module 8: Site Administration

- \* Introduction to site administration settings
- \* Manage regional settings
- \* View site usage data
- \* Manage user alerts
- \* Manage sites and workspaces

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