

Microsoft Office SharePoint Server 2007 for Power and End Users

Introduction

This three day training course is designed for Power users and End Users, who need to plan, deploy and administer Sites that are running on Microsoft Office SharePoint Server 2007 (MOSS).

Students will learn how to plan, configure and manage organizational Sites based on SharePoint Server 2007 technologies.

Audience

This course is intended for Power Users and End Users who will be working with Windows SharePoint Services 3.0 and Microsoft Office SharePoint Server 2007.

At Course Completion

After completing this course, students will be able to :

- Overview of Sites and Workspaces
- Using Default Team Site
- Understanding Lists
- Understanding Libraries
- Using Microsoft Office 2007 with SharePoint 3.0
- Content Approval
- Other Site Features
- Creating a Workspace
- Managing Usage
- Administering a Site Collection
- Configuring Site Connections
- Removing Site Components

Prerequisites

Students must have experience with basic Windows environment and basic networking .

Course Outline

Module 1 – Overview of Sites and Workspaces

Office SharePoint Server 2007 and Windows SharePoint Services

Windows SharePoint Services 3.0 Environment

What is a Site ?

Top Level Sites

Sub Sites

Site Collections

What is a Workspace ?

Document Workspace

Basic Meeting Workspace

Blank Meeting Workspace

Decision Meeting Workspace

Social Meeting Workspace

Multipage Meeting Workspace

Module 2 – Using the Default Team Site

Overview of a Team Site

Creating a new Team Site

Changing the default image and icon for a Team Site

Changing the title and description for a Team Site

Changing the color and theme for a Team Site

Module 3 – Understanding Lists

What are lists ?

Discussion board Lists

Contact Lists

Announcement Lists

Link Lists

Calendar Lists

Tasks Lists

Survey Lists

Module 4 – Understanding Libraries

What is a Library ?

Document Libraries

Picture Libraries

Wiki Page Libraries

Form Libraries

New files within a library

Uploading files to a library

Folders within a library
Content Types

Module 5 – Using Microsoft Office 2007 with SharePoint

Defining Check In and Check Out for libraries
Defining Metadata
Defining Document Versioning

Module 6 – Content Approval

Document Approval
Enabling Approval for a document library
Approving a document after it has been created
Workflow
Implementing Workflow settings for a document library
Completing a Workflow process

Module 7 – Other Site Features

Search Tools
Searching within Team Sites
Searching within Libraries
Site Recycle Bin
Restoring deleted items
RSS Feed

Module 8 – Creating a Workspace

Creating a team workspace
Creating a document workspace
Creating a meeting workspace
Workspace Templates
Managing built in web parts for a workspace
Managing pages in a meeting workspace
Customizing content with web parts

Module 9 – Managing Usage

Configuring usage analysis processing
Viewing site usage summary data
Viewing site collection usage summary data
Viewing storage space allocation
Setting Site Collection Quotas and Locks
Adding a Content Database
Configuring User Alerts
Types of Alerts

Module 10 – Administering a Site Collection

- Managing Site Collection Owners
- Managing Blocked File Types
- Managing Maximum Upload Size
- Configuring Anti Virus Settings
- Configuring Backup

Module 11 – Configuring Site Connections

- Setting the Default Content Database Server
- Setting the Configuration Database Server
- Configuring Data Retrieval Service Settings

Module 12 – Removing Site Components

- Configuring Site Collection Use Confirmation
- Configuring Auto Deletion
- Deleting a Site Collection

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