



Global Reach. Local Service.

Synergy Productivity Training Series  
**SharePoint 2007 Content Manager**  
1 Days – Level 100

### Course Outline

This 1-day course teaches users how to use the Web Content Management features of Microsoft Office SharePoint Server 2007 to create and edit SharePoint pages using Master pages and a variety of Layout pages. The course discusses the publishing workflow and approval process as well as special security groups associated with content publishing. Students will learn how to create and modify workflows and use them to manage content routing and approval. The course will also provide an introduction to the business intelligence features of MOSS 2007.

### Skills Gained

After completing the course, students will be able to:

- Understand SharePoint Web Content Management
- Create and manage publishing pages
- Configure workflows
- Manage content and structure
- Publish workbooks to Excel Calculation Servers
- Add Business Data web parts to dashboards
- Create Key Performance Indicators

### Target Audience

The class is designed for users who will be managing intranet or internet portals and reviewing, editing, and organizing content for publication as pages and links in SharePoint.

### Prerequisites

Students attending this class need a basic knowledge of Microsoft Office applications and familiarity with administering SharePoint lists and sites in SharePoint 2007. Attending the Synergy course SharePoint 2007 Site Owner or equivalent experience is recommended.

### 1. Introduction To Web Content Management

- Overview
- Publishing Sites
- Publishing Portal vs. Collaboration Portal
- Elements of The Publishing Feature
- Site Actions Menu (Publishing Site)
- Publishing Libraries and Lists
- Creating a Publishing Site



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## **2. Creating And Managing Publishing Pages**

- Creating Publishing Pages
- Page Layout
- Article Pages & Welcome Pages
- Managing Your Pages
- Audiences
- Page Editing Toolbar
- Item Scheduling
- Workflow Menu
- Tools Menu
- Working With Publishing Pages
- Working with Publishing Controls
- Reusable Content
- Setting the Welcome Page

## **3. Configuring Workflows**

- Overview
- Content Approval And Publishing
- Out-Of-The-Box Workflows
- Creating Workflows

## **4. Managing Content And Structure**

- Overview of The Site Content And Structure Page
- Actions
- Moving Sites
- Moving Lists and Libraries
- Bulk Actions
- Views/Reports

## **5. MOSS Business Intelligence**

- Overview of MOSS BI
- Excel Calculation Services
- The Business Data Catalog
- Reporting Dashboards
- Key Performance Indicators