



Microsoft®  
**SharePoint® 2010**



Global Reach. Local Service.

## Synergy Productivity Training Series

# SharePoint 2007 Power User

## 3 Days – Level 100

### Course Outline

This 3-day class takes users who have never used SharePoint 2007 through introductory lessons on how to create and edit information in SharePoint. The course explains the purpose of SharePoint sites, how to navigate between sites and how to create and edit list items such as contacts and calendar events. The course also covers uploading and editing documents and the basic document management features of SharePoint 2007. The course also provides users who will be SharePoint 2007 site Administrators with the skills and knowledge to manage a SharePoint site and subsites. Students will learn how to create new sites and create new pages within sites as well as configuring navigation between pages within the site. The course explains how to customize the look and feel of a site using the administrative settings as well as how to manage security and information management policies for the site.

### Skills Gained

After completing the course, students will be able to:

- Use SharePoint tools to find information
- Store documents and data in a SharePoint site
- Use My Site to store personal information and manage alerts
- Use Office to collaborate through SharePoint
- Create and configure subsites
- Administer site settings
- Configure process automation through workflows

### Target Audience

The class is designed for users who will be managing documents and other data in SharePoint as list administrators or site owners.

### Prerequisites

Students attending this class need a basic knowledge of Microsoft Office applications and familiarity with browsing web sites.



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### 1. Understanding SharePoint

#### Making SharePoint Work For You

- How Office SharePoint Server 2007 Works With Programs In The Microsoft Office System
- Collaboration
- Site Collections And Sites
- User Types & Levels
- Visitor
- Member
- Owner
- Administrator
- 2. Navigation
- Global Navigation/Top Link Bar
- Site Tabs
- Sub site Menus
- Quick Launch / Current Navigation
- Breadcrumbs
- Site Actions Menu (Collaboration Site)
- My Site
- My Links

### 2. Navigation

- Global Navigation/Top Link Bar
- Site Tabs
- Sub site Menus
- Quick Launch/Current Navigation
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### 3. Understanding Libraries And Lists

- Lists Defined
- Navigating Lists
- List Views
- Making Lists Work For You
- Libraries Defined
- Benefits of Document Libraries
- Types of The Document Libraries
- Library Views
- Document Management Features
- Required Check Out
- Understanding Versions
- Required Approval for Submitted Items
- Working With Documents within SharePoint



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### 4. Web Part Pages And Web Parts

- Web Parts
- What Are Web Parts
- Types Of Web Parts
- Web Part Pages And Web Zones
- Personalizing Your Page
- Adding Web Parts
- Adding Web Parts Using The Web Part Gallery
- Creating A New Web Part Page
- Commonly Used Web Parts
- Content Query Web Part (CQWP)
- I Need To...
- Summary Link Web Part
- Table Of Contents
- List View Web Parts
- Content Editor Web Part
- Customizing Web Parts
- Move, Close And Delete Web Parts

### 5. Search and Alerts

- Search
- Simple Search
- Advanced Search
- People Search
- Indexing
- Practice Searching
- User Alerts
- Managing Alerts
- Managing Alerts Within SharePoint
- Managing Alerts Through Outlook

### 6. My Sites

- Overview
- My Home
- Personal Documents
- Shared Documents
- Specialized My Site Web Parts
- My Profile
- Creating A My Site
- Using My Profile When My Sites Are Not Available
- Blog Site



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### 7. Using Office 2007 With MOSS

- Document Properties
- Document Management
- Integrating Office 2007 And SharePoint
- Connecting To Outlook
- Connecting To Lists
- Connecting To Libraries
- Connecting To RSS
- Emailing SharePoint Lists And Libraries

### 8. Sites, Sub-Sites & Site Ownership

- Overview
- Definitions & Terms
- Creating and Managing Sites & sub sites
- Deciding When to Use Site Collections, Sites and sub sites
- Creating Top-Level Sites
- Specialized Workspace Sites

### 9. Customizing Themes, Images and Navigation

- Master Pages
- Site Colors and Themes
- Customizing Site Images
- Modifying Navigation
- Global Navigation and Current Navigation
- Show Sub-Sites and Pages
- Additional Navigation Options

### 10. Managing Document Libraries And Lists

- Creating Document Libraries And Lists
- Document Library and List Settings
- General Settings
- Permissions and Management
- Enabling Document Management Functionality
- Require Check Out
- Managing Versions
- Require Approval for Submitted Items
- Using Document Libraries and Lists
- Policy Statement
- Labels
- Audit Policy
- Expiration Policy
- Barcoding Policy



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### 11. Managing Metadata and Content Types

- Overview
- What Is Metadata?
- Site Content Types
- Content Types and Inheritance
- Content Types and Document Management
- Creating Custom Content Types

### 12. List Templates And Site Templates

- Overview
- List Templates
- Creating A List Template
- Site Templates
- Creating a Site Template

### 13. Site Administration

- Site Owners - Top Level Sites and sub sites
- Site Administration Settings
- Using the Recycle Bin
- End User Recycle Bin

### 14. Managing Security

- Overview
- SharePoint Groups and Users
- Assigning Users and Groups
- Global To Granular Management Of Permissions
- Creating a Custom Permission Level
- Creating a Custom Group
- Assigning Users to A Group

### 15. 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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### **16. 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

### **17. Configuring Workflows**

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

### **18. Managing Content And Structure**

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

### **19. MOSS Business Intelligence**

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