



SYNERGY

Corporate Technologies



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SharePoint 2007 Site Member

Synergy Productivity Training Series

1 Day – Level 100

Course Outline

This 1-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. This course covers features that are accessible to users who are granted permissions through the standard site Members group.

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

Target Audience

The course is designed for users who will be editing documents and other data in SharePoint as contributors and information workers. No previous experience with SharePoint is necessary.

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

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

4. Web Part Pages And Web Parts

- Web Parts



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- 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

7. Using Office 2007 With MOSS



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- 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