

## SharePoint Power End User

### Course Summary

#### Description

This course is designed to provide students with a practical understanding of the use, creation, and management of MOSS 2007 sites. Students attending this course learn how to navigate and contribute content effectively within the framework of a collaborative environment. Advancing from these topics, students learn how to build and manage site components, structured around efficient maintenance and consumption. Discussions of core best practices provide students with context for employing the functionality they have learned.

Students first learn about site navigation and data storage and retrieval through Instructor-led modules covering topics such as search and effective use of lists and libraries. Building on this foundation, students dive deeper into site administration, learning how to create and manage sites, lists, libraries, views and workflows. Security and rights administration are also covered. Functional concepts and best practices are interwoven into the modules to provide a framework for the topics.

#### Topics

- Introduction to Microsoft Office SharePoint Server 2007
- Introduction to Site Owner Administration
- Work with Lists
- Work with Document Libraries
- Create and Manage Lists and Libraries
- Use Collaborative Sites
- Create Sites and Web Pages
- Manage the Look and Feel of Sites
- Customize Sites Using Web Parts
- Site Administration
- Manage Galleries
- Manage Workflows

#### Audience

This course is designed for Microsoft Office SharePoint Server 2007 (MOSS 2007) users who want to develop a better understanding of how to find content efficiently, and use and contribute to collaborative sites; MOSS 2007 users who are responsible for managing one or more sites or site components such as lists and libraries; Help Desk personnel who provide support to end users that use or manage MOSS 2007 sites.

#### Prerequisites

Students taking this course should have basic knowledge of Microsoft Office 2007 products and familiarity with Internet Explorer.

#### Duration

Three days

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### Course Outline

- I. Introduction to Microsoft Office SharePoint Server 2007**
  - A. Overview of MOSS 2007
  - B. Get Started Using MOSS 2007
  - C. Search for Content
  - D. Use Alerts
  - E. Welcome User Links
  - F. Personalize MOSS 2007 Page
- II. Introduction to Site Owner Administration**
  - A. Introduction to Site Administration
  - B. Understanding Site Collection Components
  - C. Review of Site Owner Roles and Responsibilities
- III. Work with Lists**
  - A. How to Add and Modify Content
  - B. Overview of Default Lists and List Templates
  - C. Add, Modify, and Delete Content in MOSS 2007 Lists
  - D. Sort and Filter Content
  - E. Advanced List Features
  - F. Use Default and Custom Views
  - G. Connect a List to Microsoft Outlook
- IV. Work with Document Libraries**
  - A. Overview of Document Libraries
  - B. Create and Upload Documents
  - C. View and Edit Documents and Document Properties
  - D. Document Management Features
  - E. Use Workflows in a Document Library
- V. Create and Manage Lists and Libraries**
  - A. Create Lists and Libraries
  - B. Manage List and Library settings
  - C. Create and Manage Site Columns
  - D. Create and Manage Views
- VI. Use Collaborative Sites**
  - A. Document Workspaces
  - B. Meeting Workspaces
  - C. Wiki Sites
  - D. Blog Sites
- VII. Create Sites and Web Pages**
  - A. Create New Sites
  - B. Create Basic Pages and Web Part Pages
- VIII. Manage the Look and Feel of Sites**
  - A. Customize Site Title, Description, and Icon
  - B. Configure Navigation Settings
  - C. Left Navigation Panel Options
  - D. Apply Site Themes
  - E. Create Site Templates
- IX. Customize Sites Using Web Parts**
  - A. Introduction to Web Parts
  - B. Add, Close, and Delete Web Parts
  - C. Customize Web Part Properties
  - D. Target Content with Web Parts
- X. Site Administration**
  - A. Introduction to Site Administration Settings
  - B. Manage Regional Settings
  - C. View Site Usage Data
  - D. Manage User Alerts
  - E. Manage RSS Usage
  - F. Manage Sites and Workspaces
  - G. Site Features
- XI. Manage Galleries**
  - A. Use and Creation of Site Content Types
  - B. Application of Site Columns
  - C. Creation and Use of Site Templates
  - D. Review of Web Part, Workflow, and Master Page Galleries
- XII. Manage Workflows**
  - A. Overview of Workflows
  - B. Workflow Administration
  - C. Build Custom Workflows