

Microsoft SharePoint – Advanced

Course Overview

This one day instructor led course provides a hands on experience to the more advanced features of using SharePoint 2007. This course is designed for people with some experience of using SharePoint, or people who have attended the introduction course who need to understand some of the more advanced skills and how to apply them.

Audience

This course is designed for end users who already have a basic understanding of SharePoint features and would like to explore additional functions available to them to become more effective in the workplace.

Prerequisites

You will only achieve the course objectives if you have attended the Introduction to SharePoint 2007 for End Users course or be able to demonstrate these skills in the workplace.

Contents

Working with Advanced list features

Creating Calendars and events

- Creating and using Issue logs
- SharePoint Contact lists
- Tasks and Project Lists

Working with My Sites

- Create a 'My Site'
- Track Links
- Workflows
- Collaboration

Working with Surveys

- Plan a Survey
- Create and Edit Surveys
- Respond to a Survey
- Analyse Responses from a survey

Location: Guildford Training Centre or onsite if training facilities available

Course Duration: One Day