

Microsoft SharePoint - Introduction

Course Overview

The goal of this course is to provide you with the knowledge required by an end-user of Microsoft SharePoint Server 2007 and Windows SharePoint Services v3 / Microsoft Office SharePoint Server.

The course emphasises hands-on experience, with a series of self-guided exercises taking up the majority of the day's training. You will discover how to access SharePoint from a browser or from Office, how to use SharePoint to collaborate within a team, how to create your own site with both public and private areas, and how to search for information in a portal site.

Prerequisites

This course assumes a basic knowledge of Office applications.

Course Content

- Describe the business problems which SharePoint addresses
- Access a SharePoint site from a browser or from Office 2007
- Use a document library for collaborative working
- Share a team calendar and contacts list
- Contribute to wikis and blogs
- Create document and meeting workspaces
- Understand document versioning, check-out and check-in
- Use and understand the Office SharePoint task pane
- Create and use both public and private "My Site" pages
- Access SharePoint lists from Excel 2007
- Use InfoPath 2007 to complete and submit a form to a forms library
- Create new content within a site
- Use workflow to route a document for approval or feedback
- Work with draft documents and publish them
- Work with draft web pages and publish them

Location: Guildford Training Centre or onsite if training facilities available

Course Duration: One Day