SharePoint 2007: Business Users

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Course description: With any new technology there is a need to have employees get up to speed on how to use it to make the technology productive and efficient. The Microsoft SharePoint 2007 for Business Users course covers what is new for fresh users and experienced users will need to learn about how to use and get the most out of SharePoint 2007. This course covers the many different roles the user can have from site creation, document approval and collaboration with other users as well as many more features found in the Microsoft SharePoint 2007 application.

Course outline:

Intro to SharePoint
- Introduction
- Why use SharePoint?
- SharePoint Benefits
- Increase Productivity
- WSS
- MOSS
- SharePoint Terminology
- Feature Overview
- Demo: Team Site
- Shared Documents
- Team Discussion
- Meeting Site
- Wiki Site
- Summary

Site Collections and Sites
- Introduction
- Understanding Collections
- Site Collection Overview
- Meeting Workspaces
- Collaboration Portal
- Document Center
- Report Center
- Search Site
- Site Directory
- Creating a Site Collection
- Demo: Site Collection
- Summary

Creating a SharePoint Site
- Introduction
- Overview
- Demo: Creating a Site
- Collaboration Portal
- Demo: Creating Subsites
- Creating a Site Using Office
- Demo: Using Office
- Using Outlook
- Demo: Outlook
- Site Templates
- Exporting
- Importing
- Deleting
- Demo: Site Templates
- Summary

Security
- Introduction
- Security Terms
- Managing Site Security
- Core SharePoint Groups
- Permission Levels
- Adding or Removing Users
- Demo: Adding Users
- Creating Groups
- Editing Groups
- Deleting Groups
- Demo: Manage Groups
- Group Level Permissions
- Demo: Group Permissions
- New Permission Levels
- Demo: Adding Permissions
- Permission Inheritance
- Demo: Breaking Permissions
- Demo: Set Up Groups
- Summary

SharePoint Page Overview
- Introduction
- Overview
- Web Part Page
- Creating Basic Pages
- Basic Page Steps
- Demo: Basic Page
- Recycle Bin
- Restoring Items
- Deleting Items
- Recycle Bin Admin
- Demo: Recycle Bin
- Summary

Creating / Editing Pub Pages
- Introduction
- Publishing Pages
- Edit Publishing Pages
- Demo: Creating Pages
- Managing Pages
- Editing a Page
- Modifying Settings
- Demo: Managing Pages
- Edit Page
- View All Pub Pages
- Demo: Manage Content
- Summary

Web Parts
- Introduction
- Understanding Web Parts
- Out of Box Web Parts
- Web Parts Examples
- More Examples
- Adding Web Parts
- Using Filters
- Demo: Add Web Parts
- Closing vs. Deleting
- Editing Properties
- Demo: Close/Delete
- Properties
- Web Part Connections
- Creating Connections
- Removing Connections
- Demo: Connections
- Summary

Working with Lists
- Introduction
- Introduction to Lists
- List Overview
- List Categories
- Communications Lists
- Tracking Lists
- Custom Lists
- Creating a List
- Demo: List
- Custom Columns

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- Calculated Columns
- Demo: Columns
- Folders in Lists
- List Versioning Settings
- Demo: Folders
- Versioning
- Summary

Site Columns, Content types
- Introduction
- Intro to Site Columns
- Creating a Site Column
- Adding Column to a List
- Demo: Site Columns
- Content Types
- Creating a Content Type
- Allowing Management
- Adding to a List
- Demo: Content Types
- List Views
- SharePoint View Types
- Using List Views
- Modify an Existing View
- Creating a New View
- Additional Options
- Demo: List Views
- List Security
- Breaking Inheritance
- Custom List Permissions
- Reverting Permissions
- Demo: Permissions
- Summary

Intro to Doc Libraries
- Introduction
- Libraries
- Types of Libraries
- Key Library Features
- Document Workspaces
- Office Integration
- Calendars and Alerts
- Document Management
- Creating a Library
- Workspace within Office
- Within SharePoint
- Demo: Create Library
- Document Workspace
- Workspace with Office
- Summary

Doc Templates
- Introduction
- Templates
- Modify Templates
- Demo: Default Template
- Content Types
- Edit Template
- Summary

Doc Check In-Out
- Introduction
- Overview
- Enable Check-Out
- Checking Out
- Checking In
- Manage Checked Out Files
- Demo: Check In-Out
- Summary

Doc Library Info Management
- Introduction
- Management Policies
- Policy Features
- Where and How?
- Creating a Policy
- Demo: Enable Policy
- Site Collection Policy
- Demo: Site Collection
- Summary

Managing Workflows
- Introduction
- Into to Workflows
- Sequence
- Workflow Players
- Workflow Options
- MOSS Workflows
- Approval Workflow
- Collection Feedback
- Collect Signatures
- Disposition Approval
- Three-State
- Translation Management
- Associating with a List
- Starting Manually
- Checking Status
- Modifying Settings
- Demo: Workflows
- Summary

Designing Workflows
- Introduction
- Workflows in Designer
- Continued
- Creating a Workflow
- Defining Conditions
- Demo: Workflow
- Summary

Navigation
- Introduction
- Intro To Navigation
- Navigation Customization
- When Deactivated
- When Activated
- Quick Launch\Tree View
- Demo: Navigation
- Summary

Searches
- Introduction
- Simple Searches
- Advanced Searches
- Search Center Site
- Demo: Search Center
- Preventing Searches
- Preventing Columns
- Demo: Search Prevention
- Search Scopes
- Create a Search Scope
- Search Scope Rules
- Keywords and Best Bets
- Creating Keywords
- Demo: Search Scopes
- Keywords
- Add Best Bet
- Summary

Alerts
- Introduction
- Intro to Alerts
- Enabling Alerts
- Configuring Alerts
- Modifying Alerts
- Managing User Alerts
- Demo: Alerts
- Summary

Personalization
- Introduction
- Intro to My Site
- Homepage Features
- Intro to My Links
- Adding Links
- Manage My Links
- Demo: My Site
- My Links
- Logging In and Out
- Using Login/Logout
- Demo: Login/Logout
- Summary