

End-User Computer-Based Training for Microsoft Office SharePoint Server 2007 Collaboration Features



Default Courses

Introducing SharePoint Basics

- Introducing SharePoint
- Logging into the Team Site
- Viewing the Home Page
- Searching the Site
- Exploring the Quick Launch Bar
- Viewing the Breadcrumb Trail
- Viewing a Calendar
- Viewing Discussions
- Viewing Document Libraries
- Viewing Pictures
- Understanding Document Libraries
- Opening a Document
- Understanding Blogs
- Synchronizing Tasks with Outlook
- Synchronizing a Calendar with Outlook
- Synchronizing Documents with Outlook

Working with Teams: Basic

- Exploring Sub-Sites
- Viewing Tasks
- Viewing Announcements
- Viewing a Calendar
- Viewing Links
- Viewing Discussions
- Viewing Document Libraries
- Viewing Pictures
- Viewing All Site Content
- Adding Announcements
- Editing Announcements
- Adding a Calendar Item
- Editing a Calendar Item
- Adding a Task
- Editing a Task
- Deleting a List Item
- Viewing an Existing Blog
- Commenting on a Blog
- Adding Blog Entries
- Editing Blog Entries
- Understanding Wikis
- Viewing Wiki Entries
- Creating Wiki Entries
- Sending a Group E-mail
- Defining Workspaces
- Exploring Meeting Workspaces
- Exploring Discussion Boards
- Creating a New Item
- Replying to an Item

Working with Teams: Intermediate

- Creating a Document
- Checking out a Document

- Checking in a Document
- Uploading a Document
- Uploading Multiple Documents
- Uploading through Windows Explorer
- Exploring Picture Libraries
- Uploading a Picture
- Uploading Multiple Pictures
- Viewing Slide Shows
- Deleting Pictures
- Managing Comment Settings
- Managing Comments
- Creating a Blog
- Configuring Blog Categories
- Approving Blog Comments
- Using Word to Create a Blog Entry
- Editing Wiki Entries
- Linking Wiki Entries
- Changing Wiki Link Titles
- Viewing Wiki History
- Understanding Contacts
- Creating a Contact List
- Adding a Contact
- Editing a Contact
- Exploring Contact Views
- Synchronizing Contacts with Outlook

Working with Teams: Advanced

- Adding a Link
- Modifying Public Views
- Exploring Surveys
- Creating Surveys
- Adding Questions
- Viewing and Editing a New Survey
- Editing Questions
- Adding Branching Logic
- Responding to a Survey
- Viewing Completed Surveys
- Exporting Survey Data
- Configuring Survey Settings
- Creating a Team Site
- Choosing a Site Theme
- Understanding Site Templates
- Customizing the Home Page
- Creating a Public View
- Adding a Web Part Logo
- Exploring Document Workspaces
- Building a Workspace
- Creating a Project Workspace
- Understanding Issues
- Creating an Issues List
- Configuring an Issues List

- Applying a Three-State Workflow
- Entering Issues
- Entering Related Issues
- Tracking Issues
- Exploring Workflow Stages

Using Social Networking

- Understanding Blogs
- Understanding Wikis
- Exploring Surveys
- Creating Surveys
- Adding Questions
- Viewing and Editing a New Survey
- Editing Questions
- Adding Branching Logic
- Responding to a Survey
- Viewing Completed Surveys
- Exporting Survey Data
- Configuring Survey Settings

Creating SharePoint Sites

- Examining SharePoint Designer
- Discovering Web Parts
- Adding Web Parts
- Creating a Blog
- Creating a Team Site
- Understanding Permission Choices
- Creating a Team Site with Unique Permissions
- Choosing a Site Theme
- Understanding Site Templates
- Customizing the Home Page Logo
- Configuring the Top Link Bar
- Configuring Sub-Site Top Links
- Creating Custom List Columns
- Customizing the Home Page
- Creating a Public view
- Adding a Web Part Logo
- Using Self-Service Site Creation
- Understanding Master Pages
- Understanding the Tree View
- Building a Workspace
- Choosing a Workspace Theme
- Customizing a Workspace Home Page
- Creating a Document Library
- Creating a Discussion Board
- Configuring Discussion Board Views
- Customizing Discussion Boards
- Exploring Web Part Galleries
- Understanding Web Part Properties
- Adding a Web Part Page
- Configuring a Web Part Page

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Default Courses contd.

Managing SharePoint Sites

- Understanding Groups
- Understanding Group Permissions
- Exploring Permissions
- Requesting Permissions
- Granting Access to Permission Requests
- Understanding Parent Permissions
- Configuring Parent Permissions
- Exploring Advanced Permissions
- Granting Advanced Permissions
- Exploring Item Permissions
- Adding Users to Groups
- Exploring Anonymous Access
- Enabling the Tree View
- Exploring Workspace Permissions
- Granting Permissions
- Viewing Site Usage Reports
- Configuring Search Visibility
- Using the Recycle Bin
- Configuring Access Request
- Deleting the Site

Personalizing SharePoint

- Creating a Personal View
- Modifying a Personal View
- Using Datasheet Views
- Sorting and Filtering Views
- Creating Gantt Views
- Discovering Web Parts
- Adding Web Parts
- Adding Personal Web Parts
- Switching Between Personal and Shared views
- Customizing My Settings
- Exporting a List to Excel
- Refreshing a List in Excel

- Using Preview Pane
- Understanding Alerts
- Creating an Alert
- Creating an Alert from a List
- Testing Alerts
- Editing Alerts
- Managing Alerts

Working with Documents

- Understanding Document Libraries
- Opening a Document
- Creating a Document
- Checking out a Document
- Checking in a Document
- Discarding Check-outs
- Opening from Office
- Checking Out/In from Office
- Using Document Management Features
- Opening with Windows Explorer
- Saving from MS Office to a Document Library
- Uploading a Document
- Uploading Multiple Documents
- Uploading through Windows Explorer
- Working with Document Library Views
- Sending a Document to Another Location
- Exporting a Document
- Exploring Picture Libraries
- Uploading a Picture
- Uploading Multiple Pictures
- Working with Picture views
- Viewing Slide Shows
- Deleting Pictures
- Working with Documents Offline

- Creating a Document Library
- Granting Permissions
- Creating Folders
- Understanding Check In/Out
- Enforcing Check In/Out
- Enforcing a Check-In
- Understanding Versions
- Enforcing Version Control
- Creating a Document Workspace

Working with Forms

- Understanding Forms
- Viewing a Form Library
- Creating a Form Library
- Configuring Form Library Settings
- Creating a Form
- Customizing a Form
- Publishing a Form
- Testing a Form
- Viewing Form Data
- Exploring Form Library Views
- Collecting Form Data

Using My Site for MOSS Collaboration

- Understanding My Site
- Setting up a Profile
- Configuring My Site Web Parts
- Setting up Colleagues
- Viewing Other Colleagues
- Tracking Colleague Information
- Managing Memberships
- Using Personal Documents
- Accessing Documents from My Site
- Adding Links to My Links
- Managing My Links