

## **Windows SharePoint Services 3.0 (SharePoint 2007) for Information Workers**

**Audience:** Managers, project leaders and other information workers who will manage collaborative efforts involving the creation and storage of Microsoft Office documents, group schedules, group task lists, issues tracking, meeting minutes on an intranet site powered by Windows SharePoint Services 3.0.

**Prerequisites:** Proficiency in Windows file management, Internet Explorer (or comparable web browser), and Microsoft Office programs such as Word, Excel and Outlook.

**Course length: 2 days**

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### **Course Outline**

#### **About SharePoint**

- Introducing SharePoint
- Why Collaborate with SharePoint?
- The Contents within a SharePoint Site
- The Structure of SharePoint Sites

#### **Getting Started in SharePoint**

- Exploring an Existing SharePoint Site
- Navigating to Lists and Libraries
- Backtracking your Navigation with the Breadcrumb Bar
- Adding Entries to an Existing List

#### **Granting Access to Your Site**

- Adding Users to your Site
- Creating Site Groups
- Assigning Users to Group
- Changing Site Access Permissions
- Applying Permissions to Lists
- Applying Permissions to Items in Lists

#### **Working with Lists**

- Creating and Assigning Tasks
- Create a List from a Template
- Setting Content Approval
- Approving or Rejecting List Items
- Creating Custom Lists
- Viewing Lists as Datasheets
- Exporting List Content to Excel
- Viewing Contacts, Events and Tasks in Outlook

#### **Working with Document Libraries**

- Creating a New Document Library
- Uploading Existing Documents to a Library

- Creating New Documents for a Library
- Editing Documents in a Library
- Deleting a Document from the Library
- Restoring a Document from the Recycle Bin
- Deleting a Library

#### **Working with Picture and Form Libraries**

- Creating and Populating a Picture Library
- Creating a Form Library for InfoPath Forms
- Filling out a Form

#### **Customizing the Team Site Home Page**

- Changing the Site Title and Description
- Changing the Site Image
- Changing the Site Theme
- Customizing the Top Link Bar
- Adding, Modifying and Removing Web Parts
- Rearranging Web Parts on the Home Page
- Modifying the Quick Launch Bar

#### **Creating Pages**

- Creating a Basic Page
- Modifying a Basic Page
- Creating a Web Part Page
- Modifying a Web Part Page

#### **Working with Subsites**

- Creating a Document Workspace
- Creating a Meeting Workspace
- Creating a Team Site
- Deleting a Subsite

#### **Working with Surveys**

- Creating a Survey
- Responding to a Survey
- Modifying a Survey
- Displaying Survey Responses
- Exporting Survey Results to Excel

#### **Working with Discussions, Blogs and Wikis**

- Creating a Discussion Board
- Adding discussion posts and replies
- Creating a weblog (blog)
- Creating a blog entry
- Replying to a blog entry

- Creating a wiki site
- Creating an entry in a wiki site
- Editing an existing entry in a wiki site

#### **Using Workflows in a Document Library**

- Designing a Workflow for a Library
- Initiating a Workflow on a Document
- Participating in a Workflow
- Reviewing the Status of Existing Workflows