



Microsoft Office SharePoint for End User

Duration: 3 hours

Objectives

To use SharePoint for file sharing, collaboration, and discussion, and integrate and use it with Office applications.

Target Audience

This course is intended for end users of Office SharePoint Server 2007.

Prerequisite

A basic understanding of how to use Internet Explorer 7 and basic word-processing skills

Course Outline

Part 1 - SharePoint 2007 Essentials

- Distinguish between sites, workspaces, and pages, and create lists and libraries.
- Add new files to SharePoint, check files in and out of it, and set an alert for the document library.
- Add lists, files, and alerts in SharePoint.
- Add a new discussion and an alert to a discussion board, and use instant messaging.
- Perform a basic search for information in SharePoint 2007.
- Use a discussion board and search for information.
- Integrate the SharePoint 2007 calendar with the outlook 2007 calendar.
- Integrate the SharePoint 2007 document library with outlook 2007.
- Create a SharePoint workspace from within an office application.
- Integrate and use SharePoint 2007 with office applications.



Part 2 - Creating and Managing Personal Sites and Searches in SharePoint 2007

- Create and customize your own My Site in SharePoint 2007.
- Distinguish between public and private content on your My Site, and set privacy controls for personal content.
- Create and use your own My Site, and set privacy controls for it.
- Add and work with Web Parts and RSS feeds in SharePoint 2007.
- Create a wiki page and a blog in SharePoint 2007.
- Create your own custom features in SharePoint 2007.
- Find information on SharePoint 2007 using the Search Center.
- Create a search scope in SharePoint 2007.
- Search for information using the Search Center and create a search scope.