

SharePoint 2007 End User (WSS/MOSS)

Course Code: MS50227 Three days; Instructor-Led

Prerequisites

Before attending this course, students must have:

- Basic knowledge of Office 2007 applications. Experience accessing information via a web browser.

Course Outline

Module 1: Overview

A simple introduction module.

After completing this module, students will be able to:

- Understand your course, classroom, classmates, facility and instructor.

Module 2: SharePoint Introduction

In this module, we are going to answer the all important questions of "What" and "Why" should we be using SharePoint. We are also going to look at the new and exciting features of SharePoint 2007.

Lessons

- What's New in SharePoint 2007
- What is SharePoint?

After completing this module, students will be able to:

- Describe the six parts of SharePoint (Collaboration, Business Intelligence, Search, Portals (internet, intranet), Content Management, Business Process Automation)
- Describe the new features and capabilities of SharePoint 2007 as compared to 2003
- Describe what business problems SharePoint can address

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Module 3: Basic Team Site

In this module we take a look at common features of the basic team site. Throughout this course we will create and manage several different pieces of content and the team site will be our site of choice for doing this! Understanding this site is the center piece of starting your journey of understanding SharePoint and applying it to you everyday life!

Lessons

- Site Structure
- Basic Team Site

Lab : BasicTeamSite

- Explore the Basic Team Site

After completing this module, students will be able to:

- Describe the new UI features of the basic team site
- Log in and out of a site
- What the Quick Launch bar is
- Describe the Security Trimmed Interface of SharePoint
- Know where to create items on a site
- Find out who has access to a site
- Understand how to undelete items on a site (recycle bin)

Module 4: Lists

Lists are a fundamental and pivotal feature of SharePoint. They provide the means to the end of making SharePoint functional! Lists store your files and content and provide a means of describing your content with meta data (columns). And more importantly, allow you to be able to find the content you have uploaded!

In this module, we are going to take a look at lists from a end user standpoint, but also very quickly from a database standpoint as well. We will talk about each list that is part of SharePoint and what it's intended use is. Every SharePoint site can use the lists in this module, learning to use the lists, will be a requirement to understanding how to work with SharePoint 2007.

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Lessons

- List Views
- Lists

Lab : DocumentLibrary

- Create/Use a Document Library

Lab : FormLibrary

- Form Libraries

Lab : WikiPages

- Use Wiki Page Library

Lab : PictureLibrary

- Create and Use Picture Libraries

Lab : ReportLibrary

- Create/Use A Report Library

Lab : DataConnectionLibrary

- Create/Use Data Connection Library

Lab : TranslationManagementLibrary

- Create a Translation Management List

Lab : SlideLibrary

- Create/Use A Slide Library

Lab : Surveys

- Create A Survey

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Lab : CustomLists

- Create A Custom List

Lab : GeneralLists

- Create Various SharePoint Lists

Lab : Views

- Create Views

After completing this module, students will be able to:

- Describe what a list is
- Name each of the out of the box list of SharePoint 2007
- Talk about what each list is designed to do
- Create lists and list views on a SharePoint site
- Add and modify items in lists

Module 5: List Management

We explored the types of lists that come out of the box in the last module. In this module, we will explore how to manage those lists!

Lessons

- List Management

Lab : ListManagement

- List Management

Lab : EmailEnabledLists

- Create an Email Enabled List

Lab : Alerts

- Create Alerts

After completing this module, students will be able to:

- Create List Columns
- Managing Alerts
- EnableRSS Feeds
- Email Enabled a List
- Enable Versioning on a List
- Enforce Check-Out
- Enable Content Approval
- Enable multiple Content Types
- Understand how to customize a Document Information Panel

Module 6: Permissions

In this module we take a look at SharePoint permissions. We learn where SharePoint gets usernames from and how we can assign those usernames to SharePoint groups. We then see how we can create our own SharePoint groups as well as our own custom permission levels. After that, we take a look at how to apply custom security trimming to our sites.

Lessons

- Security Trimmed Interface
- ASP.NET Providers
- SharePoint Permissions

Lab : SharePointPermissions

- Understand the SharePoint Default Groups
- Create a Custom Permission Set
- List/Item Level Permissions

After completing this module, students will be able to:

- Describe where usernames and domain groups come from
- What a permission level is
- How to assign permissions to a user or group
- What it means to say permissions are cumulative

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- Why SharePoint has no deny
- How to use the SPSecurityTrimmed control

Module 7: WSS Site Definitions

In this module we are going to review the WSS site definitions.

Lessons

- Creating Sites
- WSS Sites

Lab : WSSSiteDefinitions

- Create Sub Sites (Team Site)

After completing this module, students will be able to:

- Describe the site lifecycle
- Understand how to create a site
- Be able to describe the out of the box WSS Site Definitions
- Understand how to delete a site

Module 8: MOSS Site Definitions

In this module we will explore each of the site definitions that come with Microsoft Office SharePoint Server (MOSS).

Lessons

- MOSS Site Definitions

Lab : MOSSSiteDefinitions

- Use the Intranet Publishing Site
- Use the Internet Publishing Site
- Use the Records Center
- Use the Document Center
- Use the Search Center
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- Use the Site Directory
- Use the Report Center

After completing this module, students will be able to:

- Describe each of the MOSS site definitions
- Be able to effectively use each of the MOSS site definitions

Module 9: Office Integration

In this module we are going to take a look at how SharePoint 2007 and Office2007 interact.

Lessons

- Office Integration

Lab : OfficeIntegration

- Offline Document Libraries
- Manipulating Calendars
- Manipulating Tasks
- Excel Data Reporting
- Access Data Reporting
- Microsoft OneNote

After completing this module, students will be able to:

- Describe how SharePoint integrates with Office 2007 (from SharePoint and to SharePoint)

Module 10: Workflows

In this module we will take a look at the out of the box WSS and MOSS workflows.

Lessons

- SharePoint Designer Workflows
- WSS/MOSS Workflows

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Lab : MOSSWorkflows

- Utilize All The MOSS Workflows

Lab : BuiltInActivities

- Create a new Workflow Using SharePoint Designer

After completing this module, students will be able to:

- Describe each of the WSS and MOSS workflows
- Know how to create and use each of the WSS and MOSS workflows

Module 11: My Site

In this module we will review the SharePoint MOSS feature called My Site!

Lessons

- My Site

Lab : MySite

- Create Your My Site
- Your Profile
- Explore Colleagues
- Configure My Calendar Web Part
- Configure Personal and Shared Documents
- My Links

After completing this module, students will be able to:

- Describe what a "My Site" is
- How to create and modify a My Site
- How to work with My Site social networking features

Module 12: Basic Site Administration

In this module we are going to take a quick look at some basic site administration tasks. If you want to get more detailed about customizing and managing your sites, you should look into the other SharePoint courses that focus on SharePoint Site Administration and SharePoint Web Development.

Lessons

- Basic Site Administration

Lab : BasicSiteAdministration

- Learn Basic Site Administration Tasks

After completing this module, students will be able to:

- Administer a basic team site
- Have a basis to administer other SharePoint sites

Module 13: Site Customization

In this module we will take a very brief look at some of the way to customize your site via the browser and as an end user. There are many more ways at a developer level to customize the site, but this course is focused at an end user level. If you are interested, there are plenty of courses that offer Web Development and Core Development of SharePoint 2007!

Lessons

- Site Customization

Lab : WSSWebParts

- WSS Web Parts

Lab : MOSSWebParts

- Basic & Audience Targeting
- Business Data Web Parts
- Dashboard Web Parts

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- Search Web Parts
- Site Directory

Lab : FilterWebParts

- Use one of each Filter Web Part

Lab : InBrowserSharePointCustomization

- In-browser Customizations

Lab : InBrowserSharePointCustomization

- Page Layouts

After completing this module, students will be able to:

- Modify the shared and personal view of a site
- Add and delete pages and web part pages
- Add, remove, close and move web parts to a web part page
- An understanding of some basic web part on a team site and portal sites