

## SharePoint® 2007 Technologies: A Comprehensive Hands-On Introduction - 4 Days

*Course 538 Overview*

- You Will Learn How To**
- Implement team collaboration and document management with Windows SharePoint solutions
  - Create and manage SharePoint sites with Windows SharePoint Services (WSS) 3.0
  - Tailor Web content using Web Parts
  - Interface Word, Excel, Outlook and InfoPath with WSS 3.0
  - Customise the appearance of your SharePoint site using SharePoint Designer 2007
  - Leverage SharePoint Server 2007 to provide enterprise-level features

**Course Benefits** Microsoft SharePoint technologies provide a Web-based framework for remote team collaboration and real-time document management. The ability to plan, design, deploy and utilise an effective SharePoint solution for your organisation is essential to keep pace with the competition. In this course, you acquire the fundamental knowledge and critical skills to create, manage and customise SharePoint across your enterprise.

**Who Should Attend** Those managing, developing or working in a collaborative environment who want to benefit from Microsoft SharePoint technologies. Familiarity with Windows, Office and the Web is assumed.

**Hands-On Training** Throughout this course, you gain extensive hands-on experience using SharePoint technologies. Exercises include:

- Developing SharePoint sites
- Collaborating with and creating a document library
- Customising a page with Web Parts
- Consolidating SharePoint group contacts and schedules with Outlook
- Gathering business information with an InfoPath form
- Accessing data sources with SharePoint Designer
- Searching multiple sites with SharePoint Server 2007

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## Course 538 Outline

### Overview of SharePoint Technologies

#### Information-handling issues

- Maintaining information integrity
- Overcoming ineffective team coordination

#### Benefits of SharePoint

- Accessing data from a common source
- Efficient enterprise team collaboration
- Extending Windows SharePoint Services (WSS) 3.0 with SharePoint Server 2007

### Creating SharePoint Sites

#### Defining your site

- Selecting site types using the Site Creation Wizard
- Assigning site membership

#### Maintaining your site

- Protecting sites with backup and restore
- Customising and updating site settings
- Removing inactive sites

### Centralising and Managing Content

#### Leveraging Windows SharePoint Services

- News
- Events
- Surveys
- Lists
- Blogs
- RSS
- Wizards
- Attachments
- Wikis
- Mobile Site

#### Storing documents

- Libraries: document, form, image
- Supporting various document types

#### Filtering library and list output

- Offering alternative views
- Generating user-defined fields

### Targeting Content with Web Parts

#### Customising a page

- Arranging Web Parts with zones
- Selecting components from the gallery
- Setting custom properties
- Connecting related Web Parts

#### Installing a Web Part

- Benefiting from third-party providers
- Choosing deployment strategies

### Collaborating with SharePoint

#### Sharing documents effectively

- Controlling access with check in/check out
- Tracking changes using version control

#### Integrating with Microsoft Office

- Achieving online document collaboration with Word
- Synchronising Excel and Access with SharePoint lists
- Coordinating schedules with Outlook

#### Enhancing team communications

- Building a Discussion Board
- Establishing project tracking lists

### Consolidating Business Processes

#### Employing Microsoft InfoPath

- Simplifying form-based data entry
- Exploiting built-in templates

#### Publishing InfoPath forms to SharePoint

- Activating the form library
- Editing business-critical information

### Extending Sites with SharePoint

#### Designer 2007

#### Modifying SharePoint sites

- Developing visually rich site interfaces
- Improving "out-of-the-box" page structure

#### Displaying dynamic data

- Referencing the data source catalogue
- Linking to multiple data sources
- Populating a data view

#### Transforming site layout

- Standardising layout with themes
- Providing a custom look and feel using templates

### Expanding Functionality with

#### SharePoint Server 2007

#### Traversing sites and content

- Indexing geographically dispersed content
- Targeting content using Audiences

#### Personalising enterprise information with SharePoint Server 2007 tools

- My Site
- My Links
- My Alerts

### Adapting SharePoint Technologies to Your Environment

- Leveraging Excel Services
- Presenting forms with Form Server
- Consuming a Web service in SharePoint
- Architecting a SharePoint implementation strategy
- Benefiting from SharePoint workflows