

Course Specifications

Microsoft® Office Sharepoint® Server 2007: Introduction

Course number: SSIntro

Course length: 1 day

Registration:

Micro Market Business Centre
700 Progress Avenue
Kingston, Ontario, K7M 4W9

Toll Free: 1-877-996-6622
Local: (613) 634-8125 ext. 4
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Microsoft® Office Sharepoint® Server 2007: Introduction

Course Description

You worked with Office applications to share information with your coworkers. Information sharing often requires multiple software that do not necessarily work well together. Microsoft® Office SharePoint® Server 2007 combines the familiar Office tools and the latest technology. It also extends the functionality of the applications and the web into a single environment to share information, no matter where you are or how you access it. In this course, you will create and edit content in a team site and also manage your own team site.

Course Objective: You will create a team site to facilitate collaboration among the team members.

Target Student: This course is intended for Microsoft® Office SharePoint® Server 2007 users who need to create, manage, and publish their work, and communicate in a collaborative environment.

Prerequisites: To ensure success in this course, familiarity with the Office 2007 interface and navigational tools is highly recommended.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

You need two servers and a computer each for the students and the instructor with the following minimum hardware configuration:

- Intel® Pentium® 4.2 GHz
- 2 GB RAM for the SharePoint Services 3.0 server, and 512 MB RAM for all other systems
- 4 GB hard disk space
- CD-ROM or DVD drive
- Monitor with 1024 x 768 resolution
- Keyboard and mouse
- Internet access for all computers (optional)

Platform Requirements

- Microsoft® Windows® XP Professional.

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Software Requirements

The following software is required:

- Microsoft® Windows® Server® 2003, Standard or Enterprise Edition
- Windows® Server® 2003 Service Pack 2
- Microsoft® Windows® XP Professional
- Windows® XP Service Pack 2
- Microsoft® Office® SharePoint® Server 2007
- Microsoft® .NET Framework 2.0
- Microsoft® .NET Framework 3.0
- Microsoft® Office® 2007 Professional or Professional Plus
- Microsoft® SQL Server 2005

In addition to all the above mentioned software, the instructor's computer should include:

- Microsoft® SQL Server Management Studio Express 2005

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- log into the SharePoint server and assign permission to users.
- add information to a team site.
- customize a site.
- work with subsites.
- work with forms.
- share information with team members.
- work with a personal site.
- search the SharePoint sites.
- integrate external data in a SharePoint site.

Course Content

Lesson 1: Getting Started with SharePoint Server

Topic 1A: Explore the SharePoint Environment
Topic 1B: Assign Permissions

Lesson 2: Adding Information to a Team Site

Topic 2A: Use Libraries
Topic 2B: Work with Lists
Topic 2C: Create a Workflow

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Lesson 3: Customizing a Site

Topic 3A: Customize the Look and Feel of a Site
Topic 3B: Customize Libraries and Lists
Topic 3C: Customize the Default Calendar
Topic 3D: Customize Pages Using Web Parts

Lesson 4: Working with Subsites

Topic 4A: Create a Subsite
Topic 4B: Create a Site Page

Lesson 5: Working with Forms

Topic 5A: Add Form Templates to a Form Library
Topic 5B: Use Form Templates

Lesson 6: Sharing Information with Team Members

Topic 6A: Create a Discussion Board
Topic 6B: Create Wiki Pages
Topic 6C: Communicate Using Blogs

Lesson 7: Working with Personalized Sites

Topic 7A: Create My Site
Topic 7B: Customize My Site

Lesson 8: Searching SharePoint Sites

Topic 8A: Perform a Search
Topic 8B: Customize the Search Settings

Lesson 9: Integrating External Data

Topic 9A: Use Excel Services
Topic 9B: Work with Report Center
Topic 9C: Work with Dashboards
Topic 9D: Use Business Data Catalog