



Microsoft® Office SharePoint® Server 2007: Introduction

Course Specifications

Course number: 084025

Course length: 1.0 day(s)

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.

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

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