

# SharePoint 2007 Fundamentals

## Overview

This course is intended as a basic introduction to the “essential survival skills” needed for users to be productive in SharePoint 2007.

## Audience

This seminar is designed primarily for SharePoint users and “power-users”.

## At Course Completion

After completing this course, students will be able to:

- Describe the basic components of the SharePoint family of products.
- Understand the different kinds of sites available in SharePoint.
- Work with document libraries to store, track and edit documents.
- Work with lists and views to store and view information.
- Describe the SharePoint Search functionality.

## Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer.

Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Windows XP: Introduction
- Windows 2000: Introduction

## Course Content

### Module 1: SharePoint Overview

- Define SharePoint
- Reasons to use SharePoint
- WSS vs. MOSS
- Site Collections
- Navigation Between Sites
- Navigation Within Sites
- Recycle Bin
- Search
- RSS Feeds
- Alerts
- My Settings



### Module 2: Lists

- Define Lists
- Accessing Lists
- Working with List Items
- Viewing, Sorting, Filtering
- Connect a List to Outlook
- Connect a List to Access
- Export a List to Excel
- Understanding RSS Feeds
- Create a List
- Built-in Lists
- Custom List from Excel
- Create a Personal List View

### Module 3: Libraries

- Define Libraries
- Creating and Adding Library Items
- Uploading Library Items
- Viewing, Sorting, Filtering
- Working with Library Items
- Define Metadata
- Check In/Check Out
- Version History
- Content Approval
- Content Types
- Workflows

### Module 4: Communication and Collaboration

- Workspaces
- Wikis
- Discussion Boards
- Blogs

