

# SharePoint 2007 Power User Training

Course length: 40 Hours

## Module 1: SharePoint 2007 Overview

- Overview of SharePoint 2007
- Overview of various SharePoint Features and Web Parts
- Overview of Site Administration and Content Management
- Role of Power Users and Site Administrators in SharePoint 2007 Business Environment

## Module 2: Collaboration Portals

- Overview of the SharePoint Information Architecture
- Management of the presentation and look and feel
- Team Collaboration Sites
- Common Web Parts and Lists
- Document Workspaces
- Meeting Workspaces
- Wiki Sites
- Blog Sites

## Module 3: SharePoint Lists and Business Data Management

- How to Add and Modify Content
- Overview of Default Lists and List Templates
- Add, Modify, and Delete Content in MOSS 2007 Lists
- Sort, Group and Filter Content
- Advanced List Features
- Create and Manage Views
- List Settings and Permission Management
- RSS and Alerts on Lists and Document Libraries
- Security Trimming and Audience Targeting
- Use Default and Custom Views
- Create and Manage Site Columns
- Connect a List to Microsoft Outlook, Excel and Access

## Module 4: Site and Site Collection Administration

- Introduction to Site Administration
- Understanding Site Collection Components
- Review of Site Owner Roles and Responsibilities
- Introduction to Site Administration Settings
- Manage Regional Settings
- View Site Usage Data
- Manage User Alerts
- Manage RSS Usage
- Manage Sites and Workspaces
- Site Feature
- Manage Wiki and Blog Sites

## Module 5: Create Sites and Web Pages

- Create New Sites

- Create Basic Pages and Web Part Pages
- Manage the Look and Feel of Sites
- Customize navigational settings, site descriptors, and themes
- Customize Site Title, Description, and Icon
- Configure Navigation Settings
- Left Navigation Panel Options
- Apply Site Themes

#### **Module 6: Content Types and Features**

- Understand what content types and features are and how you can use them to add functionality to your SharePoint deployment to deliver a robust and scalable Information Architecture
- Create and deploy content types throughout sites and site collections
- Leverage content types for enhancing search and taxonomy through SharePoint sites and lists
- Create and deploy Features to inject additional functionality to new and existing SharePoint sites

#### **Module 7: Enterprise Search**

- Overview and history of Search - Internet Search vs. Enterprise Search
- Relevance improvements in Search 2007
- SharePoint 2007 Enterprise Search architecture
- Search Keywords, Scopes, Reporting and Best Bests
- Enterprise Search operations

#### **Module 8: Workflows**

- How to use workflows to enhance business processes and standard operating procedures
- Learn how to associate workflows with content throughout SharePoint Server 2007 sites and lists

#### **Module 9: Document Management**

- Overview of Document Libraries
- Create and Upload Documents
- View and Edit Documents and Document Properties
- Concepts for planning and design for enterprise document management
- Document management for large content repositories
- Define and update metadata
- Manage content types
- Usage and Management of Workflows in a Document Library

#### **Module 10: Records Management**

- Introduction to enterprise records management
- Best practices for implementing a document and records management system in Microsoft Office SharePoint Server 2007
- Configure a records repository
- Submitting records to the repository and routing records
- Securing documents and personal data

#### **Module 11: Web Content Management and Publishing**

- Introduction to Web Content Management
- Business Solutions provided by Web Content Management
- Web authoring and Publishing
- Smart client authoring and content caching
- Master Pages and Page Layouts

#### **Module 12: InfoPath Forms Services**

- Features included in InfoPath 2007 for new generation of electronic form applications
- Create and Publish an InfoPath Form
- Configure Workflows to work with InfoPath forms
- Configuration and Management of Form Services

#### **Module 13: Site Templates and Galleries**

- Site templates that are provided out-of-the-box with SharePoint Server 2007
- What is included in the templates
- Where you will use the various types of templates
- How to create custom site templates
- How to control the use of templates by controlling their availability

#### **Module 14: Web Parts**

- Web Part Design
- Web Part Pages and Web Part Zones
- Introduction to Web Part Galleries
- Create Lists, Libraries, and Associated Web Parts in Workspace Sites
- Modify Web Part Settings
- Available OOB Web Parts
- Customize and Personalize Web Parts
- Connect Web Parts

#### **Module 15: Business Intelligence, Excel Services and Business Data Catalogs**

- Excel Services and Reporting
- Business Intelligence and Scorecard Management in SharePoint 2007
- KPI Lists and Web Parts
- Create a Business Data Catalog (BDC) and connect to a SQL Server Database and Web Services
- BDC Web Parts
- Building Enterprise Business Solutions using BDCs