



Computer Consultants Corporation

Microsoft SharePoint 2007/2010

Comprehensive Introduction

Length of course: 1 class day (6 hours)

Objective(s): Students will learn Microsoft SharePoint Services features and tools thereby becoming a fully functional user of SharePoint Services. This is an all hands-on class teaching students how to effectively use Online Collaboration, use sites and sub-sites, setup and use Workspaces, setup and use Lists, reading and editing documents, sharing information, deleting information, setting up meetings, Creating groups, and working within Security constraints.

Prerequisites: Some experience of working in a Windows desktop operating system environment and an Internet Browser are required.

Exploring SharePoint Services

- What is SharePoint
- On-Line Collaboration
- Collaboration advantages/disadvantages
- The SharePoint Desktop

SharePoint Built-in Services

- Sites and sub-sites
- Workspaces
- Lists
- Tasks
- Surveys
- Alerts

Sites and Workspaces Features

- Creating a site
- Creating a Workspace
- Site and Workspace settings

Viewing Information

- All about Views
- Managing Columns
- Sorting and customizing item order
- Filtering

Sharing Files and Documents

- Creating Document Workspace
- Uploading files

Organizing Meetings

- Setting up Meeting Workspace
- Conducting Collaborative meetings
- Managing Meeting Workspace

Customizing Lists and Pages

- Changing the way you view information
- Customizing List content
- Changing list and page settings