

Training Course Specification

Course: Microsoft SharePoint 2007 Level 1; Introduction
End User

Duration: One-Day

- COURSE OBJECTIVES:**
- Work with document libraries
 - Manage document storage
 - Manage alerts and portals
 - Manage document storage
 - Create and manage lists of information
 - Work with alerts
 - Create sites

WHO SHOULD ATTEND: This course is aimed at end users of SharePoint 2007.

EXPERIENCE NEEDED: Learners should ideally have experience of Windows, Microsoft Word and Microsoft Outlook.

COURSE CONTENT

1: Introduction to SharePoint 2007

- Collaborative Working
- SharePoint Building Blocks
- Finding Information

2: Working with Libraries and Lists

- Default Lists and List Templates
- Creating Lists of Announcements, Contacts, Events, Tasks, Issues or Links
- Sort and Filter Content
- Views

3: Working with Documents

- Naming Conventions
- Best Practices
- Creating Documents
- Document Properties and Metadata
- Document Versions
- Check in / Check out a document and Content Approval
- Document Workspaces

4: Workspaces

- Document Workspaces
- Meeting Workspaces

5: Working with Surveys

- Planning Surveys
- Creating Surveys
- Responding to Surveys
- Analysing Surveys

Related courses:

Microsoft SharePoint Designer

For more information please contact us on 0118 3059002 or:

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