

SP3001 – SharePoint 2007 for Business Managers

This five-day course is designed to provide Business Managers the skills necessary to support a site or site collection in Windows SharePoint Services 3.0 (WSS) and Microsoft Office SharePoint Server 2007 (MOSS), collectively known as SharePoint 2007. Topics include designing, implementing, and deploying line of business solutions sites, workflows, lists and libraries, as well as personalization features and collaboration solutions.

Audience and Prerequisites

This course is intended for Line of Business owners, site administrators, managers and power users responsible for managing team, collaboration, workflow and information repositories within the context of Microsoft Office SharePoint Server 2007.

Students should meet the following prerequisites:

- A general knowledge of managed business processes
- A working knowledge of Web browsers
- A working knowledge of Microsoft Office products

The course materials, lectures, and lab exercises are in English. To benefit fully from our instruction, students need an understanding of the English language and completion of the prerequisites.

At Course Completion

At course completion the students will be able to:

- Create Sites and subsites
- Create and implement custom site templates
- Create and manage lists
- Create and manage libraries
- Create and manage workflows
- Create and manage site users and permissions
- Manage pages and Web parts
- Create and manage collaboration sites

Course Materials

SharePoint 2007 User's Guide
Student Lab Manual
Student Reference Manual

Course Outline

Chapter 1: Introduction and overview of Microsoft Office SharePoint Server 2007

Chapter 2: WSS

- WSS Sites
 - Site navigation
 - Creating sites

- Managing Site Security
- Changing Site Details
- Managing Site Templates
- WSS Site Search
- Using Site Statistics
- Recycle Bin
- Hands-On Lab: WSS Sites

Chapter 3: MOSS Features

- Portal-based features of MOSS
- Collaborative features and their advantages
- MOSS Portals
- MOSS Site Templates
- Site Creation
- Usage Reports and Auditing
- Design/Deploy Best Practices and Industry Implementation Experience
- Hands-On Lab: Managing Portals, Sites, and Features

Chapter 4: List Concepts

- Creating Lists
- Working with Lists
- Managing Lists
- Advanced List concepts
- Office Integration
- Hands-On Lab: List Concepts

Chapter 5: Lists

- Communications
- Tracking
- Custom Lists
- Additional Meeting Workspace List concepts
- Additional Lists with MOSS
- Advanced Office Integration
- Hands-On Lab: Lists

Chapter 6: Libraries

- Document Library
- Form Library
- Picture Libraries
- Report Library
- Data Connection Library
- Slide Library
- Advanced Library Concepts
- Advanced Office Integration
- Hands-On Lab: Libraries

Chapter 7: MOSS Web Parts

- Pages
- Web Parts
- Connecting Web Parts
- Customizing and Personalizing Web Parts
- Summary of Built-in Web parts
- Hands-On Lab: Web Parts

Chapter 8: Workflow and Information Management Policies

- Workflow
- Information Management Policies
- Document Management vs. Records/Information Management - Using Managed Document Repository Sites and Templates vs. Using Records Repository Sites
- Hands-On Lab: Workflow and Information Management

Chapter 9: Personalization Features

- Alerts
- My Site
- My Links
- Personalization Sites
- Personalizing Pages
- Implementing Users Profiles and Audiences; Describe user profiles, and how they are used in Portal-based solutions
- Logon Management
- Hands-On Lab: Personalization

Chapter 10: Document Management Solutions

- Document Management Overview
- Needs for Document Management
- SharePoint Document Management Solutions
- Benefits of SharePoint Document Management Solutions
- Tips for Creating Effective Document Management Solutions
- Hands-On Lab: Document Management Solutions

Appendix A: Planning a Portal and Site Collection Taxonomy

- Planning and Designing for Functional Requirements
- Design/Deployment Best Practices and Industry Implementation
- Class Discussion - Planning and Designing a Taxonomy