



4D Group

Microsoft SharePoint End User (One Day)

Who would benefit?

This course is designed for those who require an awareness of SharePoint Services 2007.

Objective

This course is designed for end users who have SharePoint but do not understand the business benefits of utilising the software. It will give an overview of the main features of Windows SharePoint Services 3.0 and how delegates can collaborate with other users to produce documents, surveys and more.

Content

- Overview
 - Accessing SharePoint Services
 - What is in a SharePoint site?
 - Welcome to the home page
 - Permissions and User Rights
- Announcements
- Links - within a SharePoint Site
- Calendars
- Sharing Documents
 - Creating and configuring a document library
 - Change the name or description of a list or library
 - Creating folders
 - Moving between folders
 - Adding documents to the document library
 - Create Document in SharePoint
 - Uploading a single file from the Web browser
 - Uploading multiple documents
 - Working with files in a document library
 - Checking out a document
 - Open a file for editing
 - Check In
 - Version Control
 - Enable versioning
 - Viewing the Version History
 - Restore a previous version
 - Alerts
 - Add an alert for a document library
 - Deleting a Document
 - Recycle Bin
 - Content Approval
 - Content Approval with Version History
 - Sending a document to another library
 - Delete a document library
- Search for text or files on a site or in a list
- About Lists
 - Create a list
 - Add an item to a list
- Different Views
 - Select another view
 - Create/Modify a view
 - Deleting a view
- Discussion Boards
- Task / Project Lists
- Surveys
 - Create a survey
 - Survey Field Types
 - Enable Branching
 - Set Branching Logic for a Question
 - Preview a Survey
 - Send a Survey Link
 - View Results
 - View an Individual Survey Response
 - View all responses
 - View a Graphical Summary of Survey Responses
- Workflows
 - Add a Three-state workflow to a list
 - Start a Three-state workflow on an item
 - Add / Edit a Task to create workflow
- Sites and Workspaces
 - Create a Site
 - Deleting a Site
- Web Part Pages

Duration

One Day

Pre requisites

This course assumes a basic understanding of Windows and Microsoft Office applications. Experience of using the Internet will be beneficial.