

SharePoint for Advanced End-Users Course (2 days)

This two day SharePoint course is designed for the Advanced End Users, Team Leaders, Site Champions, Power Users or 'SharePoint Evangelists' managing a SharePoint site using SharePoint 2007. This course is an ideal follow-on to our End User course. It is designed for the competent End User who is familiar with using Microsoft desktop applications such as Outlook and Office 2007. This course focuses on more advanced features and best practices when using SharePoint 2007 as an Information Worker. Students will explore forms and workflow integration using InfoPath 2007, and integration of Excel Services all within a SharePoint 2007 environment.

(Please note: this course is not suitable for SharePoint IT Professionals, developers or designers).

Prerequisites:

Students that attend this course must have the have the following skills or have attended our **SharePoint End User course**.

- Demonstrate the ability to navigate to a SharePoint site and a SharePoint list/library
- Ability to upload files into SharePoint libraries
- Create a SharePoint list item (e.g. calendar entry, new task, survey response)
- Understand what check-in/out means
- Know how to check out a file in SharePoint
- Types of available versions in SharePoint (None/Major/Major & Minor)
- Have a working knowledge of workflow (i.e. know how to start the approval Workflow and what it does)

Course Outline:

MODULE 1: Introduction

- Introduction to SharePoint
- An architectural overview
- Introduction to the Site Actions Menu

MODULE 2: SharePoint sites and web parts

- Types of SharePoint sites
- Creating sites
- Using templates
- Adding web parts
- Web page structure

MODULE 3: Site customization

- Using site themes
- Using master pages
- Using site templates

MODULE 4: Creating and managing lists and document libraries

- Introduction to lists and document libraries
- Managing lists and document library settings

MODULE 5: Information policy management

- Using versioning control and content approval
- Information Management Policies

MODULE 6: Workflows

- Creating custom Workflows using SharePoint Designer
- Tracking workflows

MODULE 7: Security considerations

- Levels where security can be applied and security inheritance
- User permissions
- Security trimming

MODULE 8: Using the Recycle Bin

- The evolution of the recycle bin
- Properties of the recycle bin
- How to use the recycle bin

MODULE 9: Site columns and content types

- Why use site columns?
- Setting up custom columns
- Why use content types?
- Creating content types
- Applying content types

Module 10: InfoPath 2007 and SharePoint

- How to create forms in InfoPath 2007
- Publishing the form to SharePoint
- SharePoint Forms Server
- How to fill in a form

Module 11: Advanced InfoPath 2007 features with SharePoint

- Customising the save options
- Promoting controls as file properties
- Integrating custom SharePoint Workflows and forms
- Consuming a SharePoint web service in a form
- Page Viewer Web Part and forms

Module 12: Excel Services in SharePoint

- How to view a workbook in Excel Services
- Publishing a Workbook
- Changing values of cells
- Publishing a graph
- Excel Services web part
- SharePoint KPI lists and Excel Services



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Call 1300 774 878 to register for this course today as places are strictly limited.
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