

# SharePoint 2007 (MOSS) End-User Course

This one-day hands-on workshop provides attendees with an opportunity to learn more about Microsoft Office SharePoint. The course will provide attendees with the skills required to build and customize a SharePoint site and empower them with the ability to manage and publish content to the site. The course starts with an overview of how to navigate a SharePoint site and how to design a Wiki page. From this foundation the course focuses on providing the knowledge and skills to create and manage worksites so that they can upload and manage lists and create items including tasks and surveys. As part of this course attendees will be introduced to document management and how SharePoint can be used to improve organizational collaboration. The course is designed as a hand-on workshop so that attendees have an opportunity to apply their knowledge as soon as they get back to the workplace.

## **Who Should Attend:**

This course is aimed at non-technical users who will view, edit and contribute content to a SharePoint site. This is an entry-level course designed for attendees new to SharePoint. The only pre-requisite for this course is a basic knowledge of Microsoft Office.

## **Course Objectives:**

At the end of this course attendees will be able to build, customize and manage a SharePoint site. Attendees will also be introduced to some advanced publishing skills so they can customize the design of SharePoint.

- Create and Manage Worksites
- Design and Publish Content
- Create Items such as Tasks and Surveys

## **Course Outline:**

**Module 1: Intro to SharePoint**

**Module 2: Navigating SharePoint**

**Module 3: Staying up to date**

**Module 4: Workspaces in SharePoint**

**Module 5: Publishing and Customizing Sites in SharePoint**

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## Additional Reading

**Module 6: SharePoint and Microsoft Office**

**Module 7: SharePoint My Site**



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

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