

GWE10400: Windows SharePoint Services 2007: Building Collaborative Solutions

Course Description:

In this course, you will learn how to use the major features of the Microsoft Windows SharePoint Services 3.0 system. Information technology professionals generally find that the vast majority of expertise that they develop with a new product or technology comes through hands-on experience using its features to solve a problem. With that in mind, this course includes hands-on lab activities that give the student the opportunity to experience Microsoft Windows SharePoint Services 3.0 personally.

Who Should attend?:

Individuals with Microsoft Office experience, who are in a finance, operations, sales, or human resources areas and responsible for establishing a team Web site for projects that allow information sharing between team or department members.

Prerequisites:

You will need experience with an Internet browser product, as well as power user experience in any application in the Microsoft Office Suite. Information management experience is also helpful.

Course Objectives:

- Create and customize a SharePoint list
- Retrieve deleted items from the Recycle Bin
- Create alerts on SharePoint lists
- Create multiple versions of list items
- Customize the columns in a SharePoint list
- Customize the views in a SharePoint list
- Create and use content types
- Enable Really Simple Syndication (RSS) for SharePoint lists
- Email new list items to SharePoint lists
- Create and use Document, Picture and Wiki page libraries
- Customize site pages using web parts
- Customize the navigation on a Windows SharePoint Services site
- Authorize users to access a Windows SharePoint Services site
- Find content using a full-text search
- Use workflows to approve documents with content approval
- Use Microsoft Access to maintain SharePoint lists
- Use a Document Workspace to work on Microsoft Office Documents collaboratively
- Publish and fill out a Microsoft InfoPath form using a SharePoint Form Library
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Course Modules:

Introduction

Basic List Functionality with the Contacts List

Create a new Contacts list on a Windows SharePoint Services site

Change the Name and Description for the Contacts list

Access the Contacts list from the Quick Launch Bar and the View All Site Content link

Add a new Contact item to the Contacts list

View a Contact item in the Contacts list

Edit a Contact item in the Contacts list

Delete a Contact item in the Contacts list

Use the breadcrumb to navigate in a Windows SharePoint Services site

Add attachments to and delete attachments from a Contact item in the Contacts list, and To open attachments to a Contact item

Disable and enable attachments for Contact items in the Contacts list

Retrieve a deleted Contact item from the Recycle Bin
Retrieve a deleted Contacts list from the Recycle Bin
Put a link to the Contacts list in the Quick Launch Bar
Create and use an alert on a Contact item in the Contacts list
Create and use an alert on the Contacts list
Create an alert for another user

Advanced List Functionality with the Contacts List

Create a new version of a Contact item each time it is edited
View, restore and delete earlier an earlier version of a Contact item
Enable the New Folder command and create a folder hierarchy in the Contacts list for organizing Contact items
Add a new column to the Contacts list
Change the order of the columns in the Contacts list
Change the order of the columns in a the All Contacts view of the Contacts list
Edit Contact items in the Datasheet view
Create a new Datasheet view of the Contacts list through which editing is limited to certain columns
Create a new site content type
Enable the management of content types in the Contacts list and add site content types to the Contacts list
Add new items to the Contacts list using choosing a content type for each new item from the content types available in the Contacts list
Save the Contacts list as a list template and create a new list from the template
Enable Really Simple Syndication (RSS) for the Contacts list
View the RSS Feed for the Contacts list

Other Built-in Lists and Their Functionality

Create a new Announcements list on a Windows SharePoint Services site
Add a new Announcement item to the Announcements list using an email message to send the new item to the list
Create a new Links list on a Windows SharePoint Services site
Change the order of the Link items in the Link list
Create a new Calendar list on a Windows SharePoint Services site
Create a new Standard View with Expanded Recurring Events view of the Calendar list
Create a new Tasks list on a Windows SharePoint Services site
Customize the values for a Choice column
Automatically send a task reassignment message to the assignee when a task is reassigned
Create a new Project Tasks list on a Windows SharePoint Services site
Create a new Issue Tracking list on a Windows SharePoint Services site
Create a new Discussion Board list on a Windows SharePoint Services site
Use the Subject, Threaded and Flat views of a Discussion Board
Create a new Survey list on a Windows SharePoint Services site
Enter survey questions into a Survey
Configure Survey options for a Survey and change the order of the questions
Respond to a Survey
View the results of a Survey individually and in graphical summaries
Create a new Custom List on a Windows SharePoint Services site by importing an Excel spreadsheet
Create a new Custom List on a Windows SharePoint Services site by specifying columns
Create a lookup column

Document, Picture and Wiki Page Library Functionality

Create a new Document Library on a Windows SharePoint Services site
Create a new document in a Document Library
Create a use a template document for a Document Library
Upload individual and multiple (requires Microsoft Office 2003 or later) documents to a Document Library
Send a document in a Document Library to another location

Check out and check in a document in a Document Library to prevent other users from editing the document while it is checked out, and how to require users of the Document Library to check out a document before editing it

Open a Document Library with Windows Explorer to enable drag and drop file operations to and from the Document Library

Add a new document to a Document Library using an email message to send the new document to the Document Library

Create a new Picture Library on a Windows SharePoint Services site

Upload individual and multiple (requires Microsoft Office 2003 or later) pictures to a Picture Library

Edit picture properties to add a title, description and other information to the picture

Download a picture from a Picture Library to another location

View the pictures in a Picture Library in as a slide show

Create a new Wiki Page Library on a Windows SharePoint Services site

Web Parts, Pages and Sites

Display the content of site lists and libraries on a web part page with web parts

Add formatted text, tables and images to a web part page using a Content Editor Web Part

Use a Form Web Part to filter the data displayed in a web part that displays another list

Display photos, pictures and other graphics with an Image Web Part

Incorporate content from other web sites using a Page Viewer Web Part

List documents created by me, checked out to me or last modified by me using a Relevant Documents Web Part

List the site users and their online status using a Site Users Web Part

List tasks assigned to the current user using the User Tasks Web Part

Format and display data from XML sources using an XML Web Part

Customize web parts using the toolbox

Change the order of links in the Quick Launch Bar

Add web part pages to a site

Add basic pages to a site

Customize the appearance of all pages in a site with a theme

Save a site as a template and use it to create a new site

Create a new Windows SharePoint Services site from the Blank Site template

Create a new Windows SharePoint Services site from the Document Workspace template

Create a new Windows SharePoint Services site from a Meeting Workspace template

Create a new Windows SharePoint Services site from the Wiki Site template

Create a new Windows SharePoint Services site from the Blog Site template

Site and List Security

Authorize Windows users and groups to access a site collection using SharePoint Groups

Configure a Windows SharePoint Services site with permissions different from its parent site

Restrict user access to a hierarchical collection of sites within a site collection

Create a new SharePoint group for users having common access requirements to content

Create a new role (permission level) for a site with custom permissions

Use the Personal Permissions to allow users to customize a page for individual use

Restrict users from viewing and editing list items other than their own with item-level permissions

Authorize access to an individual list item (manage permissions on item)

Authorize access to an entire list with list permissions

Create a moderated list with content approval

Implement version control on lists and libraries

Full-text Content Indexing and Search

Find content using a full-text search

Prevent the content of specific sites from being found with a full-text search

Prevent the content of specific lists from being found with a full-text search

Choose the scope of the full-text search operation (list or site collection)

Return in full-text searches only items that the user performing the search is authorized to access

Workflows

Use the Windows Workflow Foundation to create a simple workflow process to approve documents with Content Approval

Use the SharePoint Designer to create a custom workflow

SharePoint Integration with Microsoft Office 2007

Use Microsoft Access 2007 to maintain a Windows SharePoint Services list

Export Windows SharePoint Services lists to a Microsoft Excel 2007 worksheet

View and update Windows SharePoint Services Contacts list with Microsoft Outlook 2007

View documents in a Document Library using Microsoft Outlook 2007

Use a Document Workspace pane in the Microsoft Office 2007 applications to develop documents collaboratively using Windows SharePoint Services

Create a new form with Microsoft InfoPath 2007 and publish that form to a Windows SharePoint Services Form Library