

Microsoft SharePoint Server 2007 – 1 Day

Microsoft Office SharePoint Server is designed to be a centralized meeting place and data repository for members of an organization.

The advantage of using SharePoint is that it provides an interface that is common to Web sites (offering recognizable, familiar navigation), provides high integration with Office 2003 and 2007 programs, and is easier to connect to because a user only has to use a web browser.

This course will give you a good working knowledge of the common tasks outlined below. If you require a more in depth knowledge of this piece of software then contact us to discuss your requirements and we can tailor a course to suit your requirements

Section One: Getting Started

- Getting Started
- Introduction to Meeting & Document Workspaces
- Document Management
- Folders

Section Two: Parts of your SharePoint Space

- Discussion Boards
- Parts of Your Space
- The Recycle Bin
- Adding Alerts to Outlook 2007

Section Three: Office 2007 & SharePoint

- Basic Office Tasks
- Using InfoPath & SharePoint
- Using InfoPath Forms with SharePoint Workflows

Section Four: Creating & Managing Lists, Libraries and Views

- List Management
- RSS Feeds
- List & Library Views
- Creating Lists & Libraries

Section Five: Working with the SharePoint Site

- Managing Users & Groups
- Creating & Managing Sites & Web Pages
- Site Customisation
- Site Administration



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