

**Course Length**  
3 days

**Course Level**  
Intermediate

### Testimonials

“It was great session. SharePoint is a great program that I will be use daily. Thanks, again!”

- M.G.

“This course strengthened my knowledge in a clear and articulate way. Ravi is such a patient instructor that always makes sure everybody is on the same page.”

- L.C.

“Training was excellent. – will be back for more!”

- L.N.T.

### Intermediate SharePoint 2007

Intermediate SharePoint 2007 is an intensive, SharePoint expert-led, three day course designed for end users in medium to large enterprises that need to connect and collaborate with colleagues, teams and departments using the Microsoft Office SharePoint Server 2007(MOSS 2007) enterprise portal. Course topics covered include portal structure and design, collaborating using team sites, document and list management, workflows and customizing a SharePoint site. Course candidates typically work in medium to large organizations, with multiple locations and departments, and want to learn how to employ SharePoint 2007's features beyond the simple uploading and sharing of documents.

Intermediate SharePoint 2007 has significant hands-on labs that demonstrate to each student, through annotated step-by-step instructional screenshots, the key features of SharePoint 2007 including document management, list management, collaboration through team sites and workflows.

### Target Audience

Intermediate SharePoint 2007 is designed for IT professionals, designers and end users within organizations currently using SharePoint.

### Prerequisites

Introduction to SharePoint 2007 or a similar course is recommended for Intermediate SharePoint 2007. This is not an introductory course and students are advised to have basic competency in using SharePoint.

At the end of this course the student will be able to ...

- Understand, plan and design a portal wire-frame
- Apply enterprise team site templates
- Collaborate using team sites and workspaces
- Create and manage sites
- Create and manage libraries
- Work with lists and libraries
- Work with workflows
- Use SharePoint's Web 2.0 capabilities including wikis, blogs, and messaging
- Work with Web parts
- Work with both document and meeting workspaces
- Configure and customize a SharePoint site

## Course Syllabus

### Module 1: Portal Structure & Design

This module explores the planning and design activities for implementing a Portal in your business. Several techniques will be discussed on how to organize and design the Portal layout hierarchy or 'wire-frame' according to best practice recommendations.

- Portal structural components
- Site Templates
- Enterprise site templates
- Team site templates
- Portal Taxonomy
- Portal site 'wire-framing' design
- Manage Portal content and structure
- Portal structure and design using best practices

### Module 2: Team site Collaboration

This module discusses how to create effective team collaboration sites for small groups or team.

- Standard team site template
- Blank team site template
- Document workspace team site template
- Meeting team site template
- Blog team site template
- Wiki team site template
- 40 Application templates
- 7 Role templates

### Module 3: Document Management

This module discusses how to take advantage of all the document management features in SharePoint including advanced planning and customization scenarios.

- Collaboration
- Creating libraries: library types
- Working with libraries: uploading, new, actions, views
- Working with features: versioning, publishing, send to, workflows, alert me
- Working with Document Center
- Office 2007 Integration
- Document workspace
- Document information panel
- Document action bar
- Customization
- Add columns, customized views, content types, site columns
- Administration
- Version settings, advanced settings, communication settings, RSS settings

## Course Syllabus

### Module 4: List Management

This module discusses all the SharePoint lists that are available and how to take advantage of them in your business. Basic collaboration for all employees will be discussed as well as advanced customization topics as well.

- Collaboration
- 9 standard types
- Working with Lists: new, actions, views
- Working with List features
- Recycle bin, IRM, e-mail enabled, versioning, workflows, alert me
- Office 2007 Integration
- Outlook synchronization
- Off-line access with Outlook
- Customization
- Add columns, customized views, content types, site columns
- Administration
- Version settings, advanced settings, communication settings, RSS settings

### Module 5: Workflows

This module discusses the out-of-the-box workflow abilities in SharePoint and how to use them in your business processes.

- Overview of workflows
- Workflow enablement, application and configuration
- Business document workflow
- Approval
- Collect Feedback
- Collect Signatures
- Disposition Approval
- Translation Management
- Group Approval (East-Asian versions only)
- Workflow tracking and reports
- Translation library site template

### Module 6: Site Configuration and Customization

This module discusses how to customize and configure a SharePoint site to tailor it for your business usage by making data more available, the site more user friendly, navigation easier, all without writing any code or using a Web Designer.

- Site Customizations
- Quick Launch Bar
- Web part pages
- Web publishing pages
- Page layouts, Welcome pages, site templates
- Web Parts
- Web part properties
- List view and Document view
- Contact details, Content editor, Form, Image, Page viewer, Relevant documents, Site users, User tasks, XML
- Content query, Table of contents, Summary links, Document roll-ups, Site Aggregator, I need to, RSS Viewer, This week in pictures
- Web part connections
- Browser branding
- Logos
- Master pages
- Site themes