

Microsoft SharePoint 2007 Content Editor

This course is designed for those who will have responsibility for creating, editing and contributing to their own SharePoint site. It aims to develop good practice and get individuals within your organisation working effectively and independently with Microsoft SharePoint, to achieve your organisational goals for your SharePoint site. During this course delegates will build a SharePoint site, and add and modify content.

The course can be run as one or two days depending on the components you wish to include.

1 Introduction to SharePoint

Aims of this session

This session will introduce you to the Intranet environment within SharePoint, and demonstrate the concepts and terminology in use.

On completing this session you will be able to

- Understand good practice in establishing SharePoint roles
- Use good practice in site construction – using the right tools for the job
- Describe the main components available in SharePoint including:
 - Document Libraries
 - Picture Libraries
 - Lists
 - Calendar
 - Announcements
 - Tasks
 - Alerts
 - Sites, sub-sites and workspaces
 - Web Parts
- Detail the types of data for which each component is useful

2 Document Library Management

Aims of this session

During this session, you will create your own Document and Picture Libraries using given data examples. You will also review the different ways this data can be displayed using views.

On completing this session you will be able to

- Create a Document Library
- Upload documents
- Manage Documents (check-in / check-out)
- Create and modify library views
- Email links to documents

3 Lists

Aims of this session

To utilise the built-in list types to create a range of components for storing the data within your site.

On completing this session you will be able to

- Create new lists from the components available
- Modify list views
- Import a list of data from Excel
- Link from one list to another
- Customise a list of data

4 Sites, sub-sites and pages

Aims of this session

Gain an understanding of how sites, sub-sites and pages form the building blocks of your SharePoint site.

On completing this session you will be able to

- Create a new page
- Edit a new page
- Set navigation
- Create sub-sites
- Link new pages

5 Web Parts

Aims of this session

Using your SharePoint site, you will look at how to change site themes (colour schemes) and add Web Parts for additional functionality.

On completing this session you will be able to

- Change the theme for your SharePoint site
- Use Content Editor web parts
- Reviewing out-of-the-box web parts
- Deleting web parts
- Simple troubleshooting

6 Integration with Office 2007

Aims of this session

To utilise the powerful integration between SharePoint and Microsoft Office applications.

On completing this session you will

- Create and edit documents in Word
- Work with Outlook calendars
- Import from Excel

7 What else can you do with SharePoint?

Aims of this session

Once the SharePoint site has been built, this session aims to give you top tips for effective use of your data.

On completing this session you will be able to

- Email links to SharePoint content
- Set up Alerts for specific information
- Look at the Recycle Bin
- Export SharePoint data to Excel
- Make use of HTML links
- Discussion forums, blogs and Wikis
- Create meeting workspaces
- Create data entry forms