

Duration 2 days

Objectives

This course is aimed at users who wish to take advantage of Microsoft's new collaborative technologies. It helps teams stay connected and productive by providing an infrastructure and web environment that allows easy access to the people, documents and information they need.

Course Content

- **Introduction To Windows SharePoint Services**
 - What Is Windows SharePoint Services?
 - Microsoft Office Integration With Windows SharePoint Services
- **Navigating A SharePoint Site**
 - The Home Page and The SharePoint Site
 - Navigating The Site Hierarchy
 - Customizing The Navigation Areas and Panels
- **Understanding Web Parts**
 - Web Part Pages
 - Web Part Zones
- **Working With Lists**
 - Browsing Lists On A SharePoint Site
 - Adding, Editing and Deleting List Items
- **Creating And Managing SharePoint Libraries**
 - An Introduction To Document Libraries
 - An Introduction To Form Libraries
 - An Introduction To Picture Libraries
- **An Introduction To Document Workspaces**
 - Creating A Document Workspace
 - Accessing An Existing Document Workspace
- **Working With Surveys**
 - Creating A Survey
 - Responding To A Survey
 - Viewing The Results of A Survey
- **Working With Discussion Boards**
 - Creating And Using A Discussion Board
 - Enabling Discussion Board For e-Mail
- **Using Windows SharePoint Services With Microsoft Office**
 - Using Microsoft Outlook 2003/2007
 - Using Microsoft Excel 2003/2007
 - Using Microsoft Access 2003/2007
 - Using Microsoft InfoPath 2003/2007