



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT 8118

Last Revised On: 7/6/09

Course Title: Microsoft Office SharePoint Server Introduction

Course Hours: 7 Hours

Description:

Microsoft Office SharePoint Server 2007 Introduction combines the familiar Microsoft Office tools and the latest technology. It also extends the functionality of the applications and the web into a single environment to share information no matter where you are or how you access it. In this course, you will create and edit content in a team site and also manage your team site.

Objectives:

- You will create a team site to facilitate collaboration among the team members
- Log into the SharePoint server and assign permission to users
- Add information to a team site
- Customize a site
- Work with subsites
- Work with forms

Content:

- I. Getting Started with SharePoint Server
 - Explore the SharePoint Environment
 - Assign Permissions
- II. Adding Information to a Team Site
 - Use Libraries
 - Work with Lists
 - Create a Workflow
- III. Customizing the Site
 - Customize the Look and Feel of a Site
 - Customize Libraries and Lists
 - Customize the Default Calendar
 - Customize Pages Using Web Parts
- IV. Working with Subsites
 - Create a Subsite
 - Create a Site Page



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V. Working with Forms

- Add Form Templates to a Form Library
- Use Form Templates

VI. Sharing Information with Team Members

- Create a Discussion Board
- Create Wiki Pages
- Communication Using Blogs

VII. Working with Personalized Sites

- Create My Site
- Customize My Site

VIII. Searching SharePoint Sites

- Perform a Search
- Customize the Search Settings

XI. Integrating External Data

- Use Excel Services
- Work with Report Center
- Work with Dashboards
- Use Business Data Catalog

Prerequisites:

Familiarity with Microsoft Office 2007 interface and navigational tools is highly recommended.

Method of Instruction:

Instructor led, group paced, classroom-delivery with structured hands –on activities.

Evaluation:

None.