

# Microsoft SharePoint Server 2007: Site Members Track



## Course Description

This one-day course concentrates on SharePoint 2007 from the Member's perspective. This course is aimed at non-technical users who will view, edit and contribute content to Windows MOSS 2007 Sites.

## Course Audience

Non-technical users who want an introduction to SharePoint getting familiar with the interface and learn how to view content, upload documents, create/edit items and documents, and delete items.

## Prerequisites

Intermediate MS Office 2003/2007 skills and the ability to use the Internet explorer and Windows explorer efficiently.

## What will I learn?

After completing this module, learners will be able to:

- Navigate and search SharePoint sites
- Work with document libraries and lists
- Add and modify content
- Use document management features
- Use the recycle bin
- Use new MS Office integration features
- Set and manage alerts
- Use views in SharePoint
- Create and use document and meeting workspaces
- Contribute to Wiki and Blog sites

## Contact Us

Email: [training@praxa.com.au](mailto:training@praxa.com.au)

Web: [www.praxa.com.au](http://www.praxa.com.au)

Toll Free Number: 1800 COURSE (1800 268 773)

**Sydney**  
Level 1, 12 Julius Avenue  
North Ryde NSW 2113  
Tel: 02 8870 7000  
Fax: 02 8870 7222

**Melbourne**  
Level 2, 99 Coventry St.  
Southbank VIC 3006  
Tel: 03 9223 4300  
Fax: 03 9223 4301

**Brisbane**  
Level 1, 1 Gardner Close  
Milton QLD 4064  
Tel: 07 3295 5700  
Fax: 07 3369 0722



## Course Agenda

### Lesson 1: Understanding MOSS 2007

- Introduction to MOSS 2007
- General Navigation

### Lesson 2: Working with Lists

- Add List Items
- Modify List Items
- Change a List View
- Create a Personal View
- Recycle Bin

### Lesson 3: Working with Libraries

- Types of Libraries
- Add Documents to a Library
- Open and Edit Library Files
- Apply Document Versioning
- The Check In and Check Out Process

### Lesson 4: Working Remotely with SharePoint Content

- View SharePoint Content from Mobile devices
- Working with SharePoint Content Offline in MS Office 2007

### Lesson 5: Customising Your SharePoint Environment

- Customize Personal and Regional Settings
- Alerts
- Creating An Alert
- Managing Alerts
- Rss Feeds
- Web Parts

### Lesson 6: Create a Team Site

- Create Team Sites
- Create Workspaces
- Contribute to Blog Sites
- Create Wiki Pages

### Lesson 7: Communicating with Team Members

- Participate in a Discussion Board
- Contribute to Blogs
- Collaborate via the People and Group Lists

### Lesson 8: My Site

- My Home
- My Profile
- My Site Features

## Contact Us

Email: [training@praxa.com.au](mailto:training@praxa.com.au)

Web: [www.praxa.com.au](http://www.praxa.com.au)

Toll Free Number: 1800 COURSE (1800 268 773)

### Sydney

Level 1, 12 Julius Avenue  
North Ryde NSW 2113  
Tel: 02 8870 7000  
Fax: 02 8870 7222

### Melbourne

Level 2, 99 Coventry St.  
Southbank VIC 3006  
Tel: 03 9223 4300  
Fax: 03 9223 4301

### Brisbane

Level 1, 1 Gardner Close  
Milton QLD 4064  
Tel: 07 3295 5700  
Fax: 07 3369 0722

