Sharepoint 2007

Discover the benefits of working in a collaborative Windows Sharepoint environment…

Learn how the Sharepoint range of Products and Technologies can expand your capabilities beyond traditional portal and dashboard offerings to provide interactive Business Intelligence portals that put live information at users fingertips in a centrally managed, easy to customise platform.

Duration: Full Day
Cost: $1575 + GST + Travel

Who Should Attend:
- Anyone who wishes to enhance team collaboration

Pre-Requisites:
- Windows knowledge

- Understand the role and functionality differences between the three key sharepoint product offerings.

- Explore all the key elements of a typical sharepoint homepage including how to login and how to view, add, update or delete announcements.

- Discover how to add and work with a calendar

- Add or modify links including modifying columns.

- Understand the role of libraries including the uploading of documents, version control, checking documents in/out and working with documents offline.

- Keep pace with changes on the website by subscribing to alerts

- Work with pictures and images by adding picture libraries, modifying site images and adding webparts.

- Discover the interactive components that includes the use of discussion boards, wikis, blogs, surveys and subscribing to RSS feeds.

- Learn how to customise sharepoint which includes the modification of titles, descriptions, icons, navigation bars, themes and webparts.

- Experiment with site creation techniques from creating a blank page to adding child sites, document workspaces and site templates.

- Review security tasks including adding users, groups, restrictions and permissions.

Professional Advantage training is costed in either half or full day sessions. Half day (approx 4 hrs) and full day (approx 7.5 hrs) training sessions may vary in length depending on competencies required by the customer.

For additional information regarding this course, please email mstraining@pa.com.au