

Microsoft[®] *online learning*

SharePoint A step-by-step guide

 Microsoft[®]
Office SharePoint[®]
Server 2007



Helping train over 2.8 million people in
Microsoft technologies over the last decade

SharePoint

A new era in collaboration and productivity



Microsoft SharePoint technologies connect people to business critical information, expertise and applications. By helping to structure content for documents, e-mail messages, videos, instant messages, Web pages and more, SharePoint provides better knowledge sharing, improved customer communications and increased process efficiency.

SharePoint technologies encompass a range of different software platforms and products, often confusing to the newcomer. SharePoint Services 3.0 is included with Windows Server 2003, whilst SharePoint Server 2007 is a stand-alone product which is effectively an upgrade with many additional features. Any features that are available in SharePoint Services 3.0 are also available in SharePoint Server 2007, as Fig. 1 below illustrates. Finally SharePoint Designer 2007 can be used to allow easy creation and customisation of SharePoint sites.

Tool	SharePoint Services 3.0	SharePoint Server 2007
Collaboration - allow teams to work together effectively, collaborate on and publish documents, maintain task lists, implement workflows and share information through the use of wikis and blogs	✓	✓
Portals - create a personal MySite portal to share information with others and personalize the user experience and content of an enterprise Web site based on the user's profile		✓
Enterprise Search - quickly and easily find people, expertise, and content in business applications		✓
Enterprise Content Management - create and manage documents, records, and Web content		✓
Business Process and Forms - create workflows and electronic forms to automate and streamline your business processes		✓
Business Intelligence - allow information workers to easily access critical business information, analyze and view data, and publish reports to make more informed decisions		✓

Fig. 1: SharePoint Services 3.0 and SharePoint Server 2007 Comparison Chart

SharePoint for the Office user

SharePoint sites are available as a central document source that can be accessed by all members of an organisation across multiple locations.

For example, with PowerPoint 2007, users can create a slide library on an SharePoint site that allows other users to pick specific slides for their own presentation and receive notifications and updated versions when the slides have been modified.

In Excel 2007 worksheets can be saved on a SharePoint site so that users can access them by using a browser. The worksheets are used to maintain and efficiently share one central, up-to-date version, while helping to protect any proprietary information, such as financial models, that are embedded in the worksheet.

Our Microsoft Online Learning courses will help users with the collaboration features of Office 2007, as well as providing some basic user training on the portal and content management features of SharePoint Server 2007.

No time to leave the office for SharePoint training?

SharePoint

For the IT professional

**ALL TRAINING
DESIGNED &
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MICROSOFT**

Microsoft® online learning

To make the most of this popular new technology, Microsoft have developed extensive online courses featuring interactive demonstrations and hands-on Virtual Labs, with self-testing to ensure you understand what you have learnt.

Microsoft Online Learning is a cost-effective training platform written and developed by the Microsoft product team. This unique on-the-spot training is ideal for addressing skills gaps and significantly reducing training times.

Microsoft Online Learning

- Ideal for IT professionals and developers looking to improve and develop new skills
- Ideal for IT professionals and developers who want to get certified in Microsoft technologies

SharePoint Server 2007

Collection 5404: Implementing Microsoft Office SharePoint Server 2007 Training



Developed by Microsoft, this fully interactive collection of courses is recommended training for the MCTS exam 70-630 and covers:

- Deploying, configuring and administering SharePoint Server 2007
- Implementing content management solutions, business forms and business intelligence

Ref: 840984

Course length: 12 hours

£102.12 + VAT

Collection 6306: Designing a Microsoft Office SharePoint Server 2007 Solution

This 14-hour online collection covers:

- Designing server farms and topologies
- Designing Web site, search and document management solutions
- Designing business intelligence solutions and InfoPath Forms Services
- Designing security, authentication and Enterprise Search
- Designing for performance and capacity

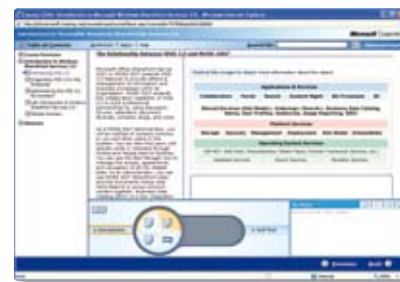
Ref: 896867

Course length: 14 hours

£119.14 + VAT

SharePoint Services 3.0

Collection 5403: Implementing Microsoft Windows SharePoint Services 3.0 Training



This comprehensive in-depth collection of courses will teach you how to implement SharePoint Services 3.0 and provides training for MCTS exam 70-631. The courses cover the following areas:

- Planning, deploying and administering SharePoint Services 3.0
- Maintaining, optimising, customising and securing SharePoint Services 3.0

Ref: 841135

Course length: 12 hours

£102.12 + VAT

Collection 3376: Implementing Enterprise Search using SharePoint Technologies

This 8-hour collection of courses covers:

- Implementing Windows desktop search in an enterprise environment
- Implementing enterprise search by using Microsoft Office SharePoint Server 2007
- Searching line-of-business data by using Business Data Catalog
- Extending search

Ref: 840971

Course length: 8 hours

£76.59 + VAT

Our courses are delivered over the Internet and can be taken anytime and anywhere. Course progress is fully visible via our industry leading Learning Management System.

SharePoint

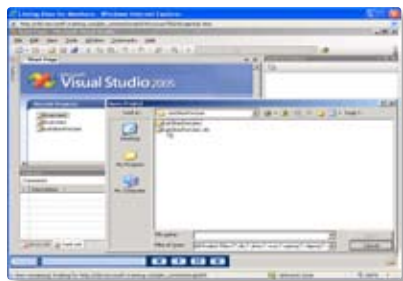
For the developer

Extending the capabilities of SharePoint Server 2007 and SharePoint Services 3.0

**COURSES
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OFFICIAL EXAM
CURRICULUMS**

SharePoint Server 2007 70-541

Collection 5385: Developing Solutions with Microsoft Office SharePoint Server 2007 and Visual Studio 2005



Written by Microsoft product experts, this online learning collection, which is composed of six courses, helps you gain the knowledge and skills to develop and customise a Windows SharePoint Services 3.0 solution. The courses cover:

- Working with server and site objects
- Programmatically securing SharePoint Services sites
- Programming lists and list events
- Managing documents and libraries
- Working with list metadata and content types
- Customising navigation and layout in Windows SharePoint Services 3.0

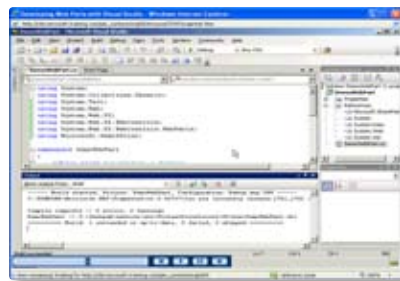
Ref: 841116

Course length: 12 hours

£102.12 + VAT

SharePoint Services 3.0 70-541

Collection 5392: Developing and Extending Microsoft Windows SharePoint Services 3.0 with Visual Studio 2005



This in-depth collection of courses is fully interactive with extensive scenario-driven technical labs. It contains six 2-hour courses, and builds on your existing knowledge of SharePoint, including:

- Creating custom Web parts
- Working with features and site definitions
- Implementing business processes with Windows SharePoint Services 3.0 workflows
- Working with site services
- Deploying Windows SharePoint Services 3.0 Solutions

Ref: 841120

Course length: 12 hours

£102.12 + VAT

SharePoint Server 2007 70-542

Collection 6071: Developing Solutions with Microsoft Office SharePoint Server 2007 and Visual Studio 2005



This 12-hour collection of courses is ideal preparation for the MCTS 70-542 exam. It will teach you how to develop customised Microsoft Office SharePoint Server 2007 solutions. Topics include:

- Managing enterprise content
- Single sign-on
- Business Data Catalog and audience targeting
- Accessing InfoPath and Excel services
- Creating business intelligence solutions
- Integrating business data
- Accessing application platform services
- Searching data

Ref: 868566

Course length: 12 hours

£102.12 + VAT

Studying for Microsoft SharePoint certifications?

SharePoint

For the Office user

Interactive courses to teach the everyday user how to get the most out of SharePoint



SharePoint Designer

Collection 6301: Working with Microsoft SharePoint Designer 2007



Topics covered in the courses include:

- Introduction to the new features
- Steps to customise a basic web page
- Working with master pages, web parts and CSS's to format web pages
- Using the reports and data view features of SharePoint Designer 2007
- Creating and modifying a workflow by using SharePoint Designer 2007

Ref: 896797

Course length: 4 hours

£21.27 + VAT

Office 2007 Collaboration

Course 5430: Collaborating with Others in Microsoft Office Excel 2007



This online course demonstrates the skills and knowledge you will need to collaborate with others using Excel 2007. This includes sharing Excel worksheets with others, as well as publishing worksheets as Web pages. It also covers applying passwords to protect worksheets and authenticate users.

Ref: 839991

Course length: 1 hour

£6.80 + VAT

SharePoint Server 2007

Course 6286: Using Enterprise Portal Features of SharePoint Server 2007



Topics covered include:

- Updating a user profile using MySite
- Targeting content to specific audiences
- What are Web parts?
- Accessing documents and tasks in a single site
- Locating people by using Web parts
- Enabling RSS at a SharePoint site
- Subscribing to an RSS feed

Ref: 896848

Course length: 1 hour

£6.80 + VAT

Collection 5266: Core Training for Windows SharePoint Services 3.0

Learn to get the most out of SharePoint Services 3.0. Also applicable for SharePoint Server 2007 users, these courses cover:

- Creating and managing a SharePoint site
- Team collaboration
- Using SharePoint with Microsoft Office 2007 system applications

Ref: 857350

Course length: 4 hours

£21.27 + VAT

Course 6787: Collaborating with Others and Personalising Microsoft Office Word 2007

This one-hour online course provides you with the skills and knowledge required to use the collaboration and personalization features of Microsoft Office Word 2007. Word 2007 provides features that help you efficiently manage changes and comments in documents.

Ref: 896852

Course length: 1 hour

£6.80 + VAT

Course 6287: Using Enterprise Content Management Features of SharePoint Server 2007

The course covers the following topics:

- Dashboards
- Adding an existing KPI to the dashboard
- Adding a built-in workflow to a library
- Creating presentations from shared slides
- IRM for lists and libraries
- Creating content pages

Ref: 896852

Course length: 1 hour

£6.80 + VAT

All courses have been developed by Microsoft and follow the official exam curriculum for certifications.

SharePoint

Course Listing

Full Title	Ref	Length (Hours)	£ ex VAT
IT PROFESSIONAL TITLES			
SHAREPOINT SERVER 2007			
Collection 3376: Implementing Enterprise Search Using Sharepoint Technologies	840971	8	76.59
Course 3377: Implementing Windows Desktop Search in an Enterprise Environment	840999	2	22.12
Course 3378: Implementing Enterprise Search by Using Microsoft Office SharePoint Server 2007	841008	2	22.12
Course 3379: Searching Line-of-Business Data by Using Business Data Catalog	841012	2	22.12
Course 3380: Extending Search in Microsoft Office SharePoint Server 2007	841027	2	22.12
Collection 5404: Implementing Microsoft Office SharePoint Server 2007	840984	12	102.12
Course 5250: Introduction to Microsoft Office SharePoint Server 2007	841031	2	22.12
Course 5251: Deploying and Configuring Microsoft Office SharePoint Server 2007	841046	2	22.12
Course 5252: Administering Microsoft Office SharePoint Server 2007	841050	2	22.12
Course 5253: Implementing Content Management Solutions by Using Microsoft Office SharePoint Server 2007	841065	2	22.12
Course 5254: Implementing Business Forms by Using Microsoft Office SharePoint Server 2007	841072	2	22.12
Course 5255: Implementing Business Intelligence Solutions in Microsoft Office SharePoint Server 2007	841084	2	22.12
Collection 6306: Designing a Microsoft Office SharePoint Server 2007 Solution	896867	14	119.14
Course 6307: Designing Server Farms and Topologies in Microsoft Office SharePoint Server 2007	896871	2	22.12
Course 6308: Designing Web Site, Search and Document Management Solutions	896887	2	22.12
Course 6309: Designing Business Intelligence Solutions for Microsoft Office SharePoint Server 2007	896890	2	22.12
Course 6310: Designing InfoPath Forms Services in Microsoft Office SharePoint Server 2007	896903	2	22.12
Course 6311: Designing Security and Authentication in Microsoft Office SharePoint Server 2007	896918	2	22.12
Course 6312: Designing Enterprise Search in Microsoft Office SharePoint Server 2007	896922	2	22.12
Course 6313: Designing for Performance and Capacity in Microsoft Office SharePoint Server 2007	896937	2	22.12
SHAREPOINT SERVICES 3.0			
Collection 5403: Implementing Microsoft Windows SharePoint Services 3.0	841135	12	102.12
Course 5244: Introduction to Microsoft Windows SharePoint 3.0	841173	2	22.12
Course 5245: Planning the Microsoft Windows SharePoint Services 3.0 Environment	841188	2	22.12
Course 5246: Deploying Microsoft Windows SharePoint Services 3.0	841192	2	22.12
Course 5247: Administering Microsoft Windows SharePoint Services 3.0	841205	2	22.12
Course 5248: Maintaining and Optimizing Microsoft Windows SharePoint Services 3.0	841210	2	22.12
Course 5249: Customizing and Securing Microsoft Windows SharePoint Services 3.0	841224	2	22.12
DEVELOPER TITLES			
SHAREPOINT SERVER 2007			
Clinic 5046: Inside Look at Building and Developing Solutions with Microsoft Office SharePoint Server 2007	840965	2	FREE
Collection 6071: Developing Solutions with Microsoft Office SharePoint Server 2007 and Visual Studio 2005	868566	12	102.12
Course 6072: Managing Enterprise Content by using Microsoft Office SharePoint Server 2007	868570	2	22.12

Need training on other Microsoft technologies?

Full Title	Ref	Length (Hours)	£ ex VAT
Course 6073: Creating Business Intelligence Solutions by using Office SharePoint Server 2007	868585	2	22.12
Course 6074: Integrating Business Data by using Microsoft Office SharePoint Server 2007	868590	2	22.12
Course 6075: Accessing Application Platform Services by Using Office SharePoint Server 2007	868602	2	22.12
Course 6076: Searching Data by Using Microsoft Office SharePoint Server 2007	868617	2	22.12
Course 6077: Personalizing a Portal by Using Microsoft Office SharePoint Server 2007	868621	2	22.12
SHAREPOINT SERVICES 3.0			
Clinic 5045: Inside Look at Developing with Microsoft Windows SharePoint Services 3.0	841099	2	FREE
Collection 5385: Developing Solutions with Microsoft Windows SharePoint Services 3.0 and Visual Studio 2005	841116	12	102.12
Course 5386: Working with Server and Site Objects in Microsoft Windows SharePoint Services 3.0	841239	2	22.12
Course 5387: Programmatically Securing Microsoft Windows SharePoint Services 3.0	841243	2	22.12
Course 5388: Programming Lists and List Events in Microsoft Windows SharePoint Services 3.0	841258	2	22.12
Course 5389: Managing Documents and Libraries in Microsoft Windows SharePoint Services 3.0	841262	2	22.12
Course 5390: Working with List Metadata and Content Types in Microsoft Windows SharePoint Services 3.0	841277	2	22.12
Course 5391: Customizing Navigation and Layout in Microsoft Windows SharePoint Services 3.0	841281	2	22.12
Collection 5392: Developing and Extending Microsoft Windows SharePoint Services 3.0 with Visual Studio 2005	841120	12	102.12
Course 5393: Creating Custom Web Parts in Microsoft Windows SharePoint Services 3.0	841296	2	22.12
Course 5394: Working with Features and Site Definitions in Microsoft Windows SharePoint Services 3.0	841309	2	22.12
Course 5395: Using Events and Event Receivers in Microsoft Windows SharePoint Services 3.0	841313	2	22.12
Course 5396: Implementing Business Processes with Microsoft Windows SharePoint Services 3.0 Workflows	841328	2	22.12
Course 5397: Working with Site Services in Microsoft Windows SharePoint Services 3.0	841332	2	22.12
Course 5398: Deploying Microsoft Windows SharePoint Services 3.0 Solutions	841347	2	22.12

HOME AND OFFICE TITLES

OFFICE 2007

Course 5430: Collaborating with Others in Microsoft Office Excel 2007	839991	1	6.80
Course 6787: Collaborating with Others and Personalizing Microsoft Office Word 2007	903473	1	6.80

SHAREPOINT DESIGNER 2007

Collection 6301: Working with Microsoft SharePoint Designer 2007	896797	4	21.27
Course 6302: Introducing Microsoft SharePoint Designer 2007	896801	1	6.80
Course 6303: Customizing a SharePoint Web site Using Microsoft SharePoint Designer 2007	896814	1	6.80
Course 6304: Adding Reports and Data Views Using Microsoft SharePoint Designer 2007	896829	1	6.80
Course 6305: Workflows in Microsoft SharePoint Designer 2007	896833	1	6.80

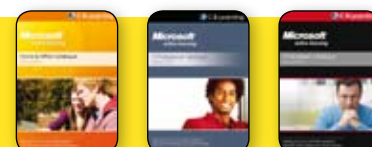
SHAREPOINT SERVER 2007

Course 6286: Using Enterprise Portal Features of Microsoft Office SharePoint Server 2007	896848	1	6.80
Course 6287: Using Enterprise Content Management Features of Microsoft Office SharePoint Server 2007	896852	1	6.80

SHAREPOINT SERVICES 3.0

Collection 5266: Core Training for Windows SharePoint Services 3.0	857350	4	21.27
Course 5465: Getting Started with Windows SharePoint Services 3.0	854934	1	6.80
Course 5466: Creating and Managing SharePoint Services 3.0 Site	854949	1	6.80
Course 5467: Team Collaboration with Windows SharePoint Services 3.0	854953	1	6.80
Course 5468: Using SharePoint Services 3.0 with Microsoft 2007 Office System Applications	857345	1	6.80

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