



**COURSE : MICROSOFT OFFICE SHAREPOINT SERVER 2007 POWER USER**

Office SharePoint Server 2007 helps you gain better control and insight over your content, streamline your business processes, access and share information. This SharePoint Server 2007 session will show you how to provide a single, integrated location where you can efficiently find organizational resources, access corporate knowledge, and leverage business insight to make better-informed decisions.

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|-----------------------|--|
| DATE:                 | T.B.A.   |
| TIMES:                | 09:00 - 16:00  |
| DURATION:             | 3 days (7 hour days)   |
| NUMBER OF ITERATIONS  | One (1)  |
| VENUE:                | Doxa Deo   |
| COURSE TYPE:          | Hands On instructor lead   |
| GROUP SIZE:           | 10 Delegates   |
| COURSE DOCUMENTATION: | <ul style="list-style-type: none"><li>• SharePoint User Guide</li><li>• User Competency Assessment (One pager multiple choice)</li><li>• Certificate of competence / attendance depending on results</li></ul> |
| TRAINER               | Aldo van Tonder  |
| TARGET AUDIENCE:      | End Users  |
| PREREQUISITES:        | A good understanding of the Windows environment, familiar with Microsoft office and have surfed the web.   |
| VENUE REQUIREMENTS:   | <ul style="list-style-type: none"><li>• Room conducive to training</li><li>• Audio Visual Equipment</li><li>• PC equipment connected to a relevant network</li></ul>   |
| COST PER DELEGATE:    | As per schedule  |

**HIGH LEVEL COURSE OUTLINE**

- Office SharePoint Server 2007 Feature areas
- Collaboration
- Portal personalization
- Navigation and site directory
- Site content and structure
- SharePoint sites and document roll-up web parts
- Portal site templates
- Search
- Business forms and integration
- Business Intelligence
- Web based business intelligence using Excel
- Shared services
- Working with MS Outlook 2007
- Shared calendars and tasks
- Social networking
- Workflow

- Document Management
- Understanding informal and formal communications
- The importance of document libraries
- Working with document libraries
- Managing document versioning
- Using document management site templates
- Managing documents and workflow
- Creating metadata
- Creating site columns
- Configuring document retention and disposal
- Configuring information management policy
- Usage reporting
- Web content management and publishing features
- Understanding web content management sites
- Administering web content management sites
- Smart client content authoring
- Defining workflow
- Using document templates
- Converting documents
- Working with document security
- Records management
- Managing documents in the records centre
- Placing a hold on documents
- Creating policy templates
- Submitting content to the records centre

- Microsoft Office Groove
- Groove features
- Getting started
- Work space management
- Contact management
- Alerts
- Account preferences

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