



COURSE : **MICROSOFT OFFICE SHAREPOINT SERVER 2007 EXECUTIVE VIEW**

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.

DATE:	T.B.A.
TIMES:	T.B.A.
DURATION:	4 HOURS
NUMBER OF ITERATIONS	T.B.A.
VENUE:	As per schedule
COURSE TYPE:	Presentation using Live system as basis
GROUP SIZE:	11 Delegates
COURSE DOCUMENTATION:	<ul style="list-style-type: none">• Customized "How To" guide• Certificate of attendance
TRAINER	Aldo van Tonder
TARGET AUDIENCE:	Executive Team
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">• Room conducive to training• Audio Visual Equipment
COST PER DELEGATE:	As per quote

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
- Document Management
- Understanding informal and formal communications
- 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
- Understanding web content management sites
- Using document templates

- The importance of document libraries
- Working with document libraries
- Managing document versioning
- Using document management site templates
- Managing documents and workflow
- Creating metadata
- Usage reporting
- Web content management and publishing features
- Converting documents
- Records management
- Creating policy templates
- Submitting content to the records centre

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