



ICS Solutions  
**SharePoint Adoption  
Framework**  
Driving SharePoint adoption by empowering business users

# SharePoint 2007 End User Modules

**Duration: 1 day**

**Overview:** The End User Classroom based course modules are aimed at non-technical users who will view, edit and contribute content to SharePoint 2007. The modules are designed to be flexible to the user's requirements and therefore a 1 day End User Training Course can be built from a mixture of the modules below. These modules will be defined in the Business User Workshop.

**Prerequisites:** These modules are aimed at delegates that have had no previous exposure to SharePoint 2007 or delegates that are very new to SharePoint 2007.

## **Module 1 – Introduction to Microsoft SharePoint 2007 (3 hours)**

- Lesson 1: Overview of SharePoint
- Lesson 2: Getting Started in SharePoint 2007
- Lesson 3: Find things in Moss 2007
- Lesson 4: Using Alerts in SharePoint
- Lesson 5: Welcome Links
- Lesson 6: Personalise SharePoint pages

## **Module 2 – Working with Lists in SharePoint 2007 (1 hr 45 minutes)**

- Lesson 1: Overview of default lists and templates
- Lesson 2: Add Modify and delete content in SharePoint lists
- Lesson 3: Sort and Filter content
- Lesson 4: Advanced list features
- Lesson 5: Using default and custom views
- Lesson 6: Connect to Microsoft Outlook
- Lesson 7: Send E-mail to a list

## **Module 3 – Working with Document Libraries in SharePoint 2007 (3 hours)**

- Lesson 1: Overview of Document Libraries
- Lesson 2: Create new Documents and Folders and Upload documents to document libraries
- Lesson 3: View and edit documents and document properties
- Lesson 4: Document Management Features
- Lesson 5: Using workflows in a Document Library

## **Module 4 – Using Windows SharePoint Services Collaborative Sites (1 hr 45 minutes)**

- Lesson 1: Document WorkSpaces
- Lesson 2: Meeting Workspaces
- Lesson 3: Wiki Sites
- Lesson 4: Blog Sites

