

Extended Collaboration with SharePoint Services 3.0

Course Length: 2 days

Course Content

Lesson 1 – Create Custom List Columns

- Introduction
- Understand Column Types
- Create a Custom Single Line Text Column
- Create a Custom Choice Column
- Create Custom Number and Currency Columns
- Create a Custom Yes/No Column
- Create a Custom Date and Time Column
- Create a Custom Person or Group Column
- Created a Calculated Column
- Summary

Lesson 2 – Create Custom Lists

- Introduction
- Understanding Custom Lists
- Create a Custom List to Use as a Lookup
- Create a Custom List that Uses a Lookup Column
- Summary

Lesson 3 – Create a Document Template for Documents in a Library

- Introduction
- Set a Document Template as the Default Document in a Document Library
- Summary

Lesson 4 – Create and Manage Metadata for Documents in a Library

- Introduction
- Understanding Document Metadata
- Create a Custom Document Panel for a Document Library

Lesson 5 – Import, export, and link SharePoint information with Microsoft Outlook 2007

- Introduction
- Understand the Types of SharePoint Information which can be Managed in Outlook
- Create Email and RSS Alerts
- View a SharePoint Calendar in Outlook
- View SharePoint Contacts in Outlook
- Use SharePoint Meeting Workspaces in Outlook
- View SharePoint Tasks in Outlook
- Summary

Lesson 6 – Connect SharePoint Information with Microsoft Excel 2007

- Introduction
- Export SharePoint List Data into Excel
- Create a SharePoint List by Importing Data from Excel

Lesson 7 – Create Microsoft Office Document Workspaces

- Introduction
- Understand Microsoft Office Document Workspace sites
- Create a Documents Workspace from a Document in a Library
- Create an empty Document Workspace
- Work on Documents in a Workspace
- Summary

Lesson 8 – Use Datasheet View to work with Microsoft Access 2007

- Introduction
- Use Datasheet view to manage SharePoint Data
- Summary

Lesson 9 – Introduction to Creating and working with Microsoft InfoPath forms in SharePoint

- Introduction
- Understand the relationship between InfoPath and SharePoint
- Create a basic InfoPath form template
- Publish an InfoPath form template to a SharePoint form library
- Fill out an InfoPath form from a SharePoint form library
- Summary