

MS50003A - 2007 Microsoft Office System: Customizing and Extending Enterprise Content Management Solutions

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft SharePoint instructor, comprehensive course manual, individual computer access and refreshments.

Prerequisites: Before attending this course, students must have:

- Expertise in Information Technology.
- Expertise in the Microsoft Office product line.

Products Covered:
Microsoft SharePoint Server 2007

Course Description

The goal of this one-day instructor-led course is to give you an in-depth look at and hands-on experience with Web Content Management (WCM) capabilities in Microsoft Office SharePoint Server 2007.

Objectives

After completing this course, students will be able to:

- Understand records management capabilities of Office SharePoint Server 2007.
- Understand in depth the Web Content Management capabilities of Office SharePoint Server 2007.
- Customize the authoring capabilities of Office SharePoint Server 2007.
- Customize the workflow capabilities Office SharePoint Server 2007 that help control the publishing process.
- Customize the navigation features and capabilities of Office SharePoint Server 2007.
- Customize the branding features and capabilities of SharePoint Server 2007.
- Understand how Office SharePoint Server 2007 provides a single integrated platform to manage intranet, extranet, and Internet applications across the enterprise.

Audience

This course is intended for developers and system integrators.

Topics Covered

ECM Overview

- ECM Overview
- ECM Architecture
- ECM Components

Authoring

- Authoring Fundamentals
- Authoring Console
- Reusable Content
- Smart Client Authoring
- Field Controls

Controlling Publishing

- Workflow vision overview
- Workflow integrated with Microsoft Office SharePoint Server 2007
- Workflow scenarios
- SharePoint Designer and Visual Studio Workflow Authoring tools
- Creating a workflow

Records Management

- Records management
- Records management features
- Creating and managing a records management system

Navigation

- Portal Navigation and Site Hierarchy
- Site Navigation Settings
- Site Master Page Settings

Branding

- Page Rendering
- Site Structure
- Branding
- Master Pages
- Customized CSS styles

Learning Paths

- Next Steps
- Exam Guide
- Additional Resources