

# Microsoft Office 2007 Sharepoint Training

Professional Microsoft Office SharePoint Designer 2007 John Wiley & Sons  
Microsoft SharePoint 2007 for Office 2007 Users John Wiley & Sons

Learn to create an effective business strategy using Microsoft's BI stack Microsoft Business Intelligence tools are among the most widely used applications for gathering, providing access to, and analyzing data to enable the enterprise to make sound business decisions. The tools include SharePoint Server, the Office Suite, PerformancePoint Server, and SQL Server, among others. With so much jargon and so many technologies involved, Microsoft Business Intelligence For Dummies provides a much-needed step-by-step explanation of what's involved and how to use this powerful package to improve your business. Microsoft Business Intelligence encompasses a broad collection of tools designed to help business owners and managers direct the enterprise effectively This guide provides an overview of SharePoint, PerformancePoint, the SQL Server suite, Microsoft Office, and the BI development technologies Explains how the various technologies work together to solve functional problems Translates the buzzwords and shows you how to create your business strategy Examines related technologies including data warehousing, data marts, Online Analytical Processing (OLAP), data mining, reporting, dashboards, and Key Performance Indicators (KPIs) Simplifies this complex package to get you up and

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running quickly Microsoft Business Intelligence For Dummies demystifies these essential tools for enterprise managers, business analysts, and others who need to get up to speed.

The goal of the Exploring series has been to move students beyond the point and click, helping them understand the why and how behind each skill. Designing and building Web sites, integrating Microsoft Office 2007 documents and fading interactive web forms to Microsoft Office SharePoint Designer 2007 Web sites, html, xhtml, xml, and css. For professionals seeking to enhance their knowledge of Microsoft SharePoint 2007.

Market\_Desc: · Primary Audience: Students and Professionals looking to increase their marketability by getting their MCTS in Configuring Microsoft SharePoint Server 2007 (Exam# 70-630)· Secondary Audience: IT Professionals looking to get up-to-speed on Microsoft's latest portal software product, focusing on the topics targeted by Microsoft Learning as key to professional development Special Features: · Huge Market Potential--With an estimated 75 million SharePoint licenses issued, the need for qualified SharePoint administrators will be in high demand· One of a Kind--This will be the first and only book on the brand new Microsoft Certified Technology Specialist: Configuring Microsoft Office SharePoint Server (MOSS) 2007 (Exam# 70-630) certification. Classroom and computer-based training can run into the thousands· Cross-Over Potential--Since MOSS is so tightly integrated with Microsoft Office 2007, this

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book will be ideal for the tens of thousands planning to get their Microsoft Certified Application Specialist (MCAS) in Office 2007, as well as IT Admins wanting to prove their understanding of this powerful product. Ease of Use--MOSS's easy to use software will result in an even greater vendor adoption rate experienced with 2003, resulting in the need for qualified and certified professionals About The Book: This comprehensive book guide readers through Microsoft's brand new MCTS: Microsoft Office SharePoint Server 2007, Configuring exam. This study guide is complete with 100% coverage of the exam objectives, real world scenarios, hands-on exercises, and challenging review questions, both in the book and on the CD. In addition, there is a complete instructor support package made available to training centers and schools who will use this book in their classroom.

Microsoft SharePoint now has a 10 percent share of the portal market, and the new release, which features enhanced integration with Office 2007, is sure to give SharePoint a boost Offers clear instructions and soup-to-nuts coverage of this complex product, focusing instead on practical solutions to real-world SharePoint challenges Features tips, tricks, and techniques for administrators who need to install and configure a SharePoint portal as well as ordinary users who need to populate and maintain the portal and use it for collaborative projects Topics covered include setting up a SharePoint portal, matching SharePoint to business needs, managing portal content, branding, collaborating on SharePoint sites, using a portal to improve

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employee relations and marketing, putting expense reports and other interactive forms on a portal, and monitoring and backing up SharePoint

For more than 40 years, Computerworld has been the leading source of technology news and information for IT influencers worldwide. Computerworld's award-winning Web site (Computerworld.com), twice-monthly publication, focused conference series and custom research form the hub of the world's largest global IT media network.

Aimed at end users who face the daunting task of mastering MOSS 2007 in the enterprise business environment, this book shows you how to make effective use of what can be a confusing array of features. You'll review how SharePoint is central to the Microsoft Office platform because organizations use it to organize workflow, integrate Office documents with line of business applications, provide search capabilities across all types of documents and data, and distribute these tools internally and externally on Web sites for end users. Plus, the book offers you well-designed examples and explanations that can be easily applied in real-world situations. Martin WP Reid (Belfast, Ireland) is an analyst for The Queens University of Belfast, Northern Ireland. He is the author and technical editor of more than a dozen technical books. He is a regular contributor to the Microsoft Office SharePoint blog Get the Point (<http://sharepoint.microsoft.com/blogs/getthepoint> )

SharePoint 2007 Essential Training covers each aspect of using both Windows SharePoint Services and Microsoft Office SharePoint Server (MOSS). Instructor David

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Rivers takes viewers through the whole process, from smart content management to publishing collaborative projects and documents online. Along the way, he teaches how to create and organize sites; manage content; control security levels; understand simple and complex searches; and create and manage team sites, blogs, and meeting workspaces.

The quick way to get started with Microsoft Office 2016! This is learning made easy. Get more done quickly with Microsoft Word, Excel, PowerPoint, and Outlook. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Covers Word, Excel, PowerPoint and Outlook Format documents for visual impact Quickly prepare personalized email messages and labels Build powerful workbooks for analysis and reporting Analyze alternative data sets with Quick Analysis Lens, Goal Seek, and Solver Prepare highly effective presentations Strengthen your presentations by adding tables and graphics Organize your email, scheduling, and contacts Look up just the tasks and lessons you need Complete classroom training manuals for Microsoft Project 2016. Two manuals (Introductory and Advanced) in one book. 185 pages and 101 individual topics. Includes practice exercises and keyboard shortcuts. You will learn introductory through advanced concepts including assigning and managing tasks and resources, tracking project tasks, developing dynamic reports and much more. Topics Covered: Getting Acquainted with Project 1. About Project 2. Starting Project 3. Project Management

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Terms and Concepts 4. The Project Environment 5. The Title Bar 6. The Ribbon 7. The “File” Tab and Backstage View 8. The Scroll Bars 9. The Quick Access Toolbar 10. The Entry Bar 11. The Status Bar 12. Touch Mode Project Basics 1. Opening Projects 2. Closing Projects 3. Creating New Projects 4. Saving Projects 5. Changing Project Views 6. Planning a Project Tasks 1. Creating Tasks 2. Editing and Deleting Tasks 3. Setting Task Duration 4. Linking Tasks 5. Marking Milestones 6. Using Phases and Summary Tasks 7. Using Task Notes Resources 1. Project Resources Overview 2. Creating Work Resources 3. Creating Material Resources 4. Creating Cost Resources 5. Entering Costs for Project Resources 6. Scheduling Work Resources 7. Creating New Base Calendars Resource and Task Assignment 1. Assigning Work Resources to Tasks 2. Assigning Material Resources to Tasks 3. Assigning Cost Resources to Tasks 4. The Team Planner Tracking Project Tasks 1. Creating Project Baselines 2. Updating Multiple Tasks in a Project 3. Updating Tasks Individually 4. Rescheduling Uncompleted Work Formatting Gantt Chart Views 1. Formatting Text in a Gantt Chart 2. Formatting Gridlines in a Gantt Chart 3. Formatting the Task Bar Layout in a Gantt Chart 4. Formatting Columns in Gantt Charts 5. Applying Bar and Gantt Chart Styles 6. Drawing Objects 7. Formatting Timescale in Gantt Charts 8. Creating Custom Views Other Project Views 1. Using Timeline View 2. Creating Multiple Timelines 3. The Task Usage View 4. The Network Diagram View 5. The Calendar View 6. Printing Views Advanced Task Management 1. Setting Task Lead and Lag Time 2. Using Task

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Constraints 3. Task Types 4. Setting Deadlines 5. Interrupting Tasks 6. Moving and Rescheduling Tasks 7. Inspecting Tasks 8. Creating Recurring Tasks 9. Entering Fixed Costs 10. Critical Paths 11. Using WBS Codes Advanced Resource Management 1. Applying Multiple Resource Rates 2. Advanced Resource Availability 3. Using Work Contours 4. Material Resource Consumption Rates 5. Delaying Resource Assignments Advanced Project Tracking 1. Monitoring Resource Allocation 2. Leveling Overallocated Resources 3. Monitoring Project Costs 4. Monitoring Project Statistics Advanced Project Tools 1. Using the Organizer 2. Making Macros 3. Customizing the Ribbon 4. Creating and Linking Resource Pools 5. Using and Updating Resource Pools 6. Consolidating and Linking Multiple Projects Reporting 1. Using Earned Value Analysis 2. Creating Basic Reports 3. Selecting Report Objects 4. Changing the Report View 5. Basic Report Formatting 6. Inserting Report Objects 7. Managing Reports 8. Basic Page Setup for Reports 9. Advanced Page Setup for Reports 10. Printing Reports Modifying Report Objects 1. Selecting, Moving and Resizing Report Charts 2. Using the Field List with Report Charts 3. Designing Report Charts 4. Formatting Report Charts 5. Using Report Tables 6. Designing Report Tables 7. Setting Report Table Layout Options 8. Modifying Pictures, Text Boxes and Shapes 9. Formatting Text Boxes and Shapes 10. Formatting Report Pictures Visual Reporting 1. Using Visual Reports

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answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Create attractive electronic presentations and printed publications Incorporate professional design elements Use built-in tools to capture and edit graphics Include audio, video, and animated elements Supercharge your efficiency by creating custom slide masters and layouts Present data in tables, diagrams, and charts Get the full-color, visual guide that makes learning Microsoft SharePoint 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to get things done. Here's WHAT you'll learn: Create libraries for all kinds of media Share information in one location Organize people and processes Connect SharePoint to Microsoft Office with no fuss Find things fast with the Search Center Expand your community with social networking Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! exercises to apply what you learn right away Complete classroom training manual for Microsoft OneNote 2019. 122 pages and 67 individual topics. Includes practice exercises and keyboard shortcuts. You will learn note creation, formatting, working with Microsoft Outlook, using tables, sharing and collaboration, formatting pages, and much more. Topics Covered: Getting Acquainted



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with OneNote 1. The OneNote Environment 2. The Title Bar 3. The Ribbon 4. The "File" Tab and Backstage View 5. The Quick Access Toolbar 6. The Scroll Bars 7. The Mini Toolbar Getting Started 1. Opening, Saving and Closing Notebooks 2. Creating New Notebooks 3. Creating, Moving and Deleting Sections and Pages 4. Creating, Moving and Deleting Subpages Notes 1. Creating a Basic Note 2. Quick Notes 3. Copying and Pasting Content 4. Screen Clippings 5. Adding Pictures 6. Adding Audio & Video Files 7. Inserting Online Video 8. Recording Audio & Video Files 9. Adding Other Types of Files 10. Embedding an Excel Spreadsheet 11. Adding Mathematical Equations 12. Quick Filing - Sending Information to OneNote Formatting Notes 1. Basic Text Formatting 2. Bullets and Numbering 3. Checking Spelling 4. Setting Default Proofing Options Working with Microsoft Outlook 1. Inserting Outlook Meetings 2. Sending Notebook Pages via Microsoft Outlook 3. Working with Microsoft Outlook Tasks Tables 1. Creating a Table 2. Working with Columns and Rows 3. Formatting Tables and Table Data 4. Moving Tables and Table Data Writing Tools 1. Pen Mode 2. Formatting Written Notes & Drawings 3. Adding and Removing Note Space 4. Converting Handwriting to Type Viewing and Organizing Information 1. Organizing the OneNote Interface 2. Creating New Windows 3. Searching Content in a Notebook 4. Wiki Linking 5. Tagging Notes 6. Working with Sections 7. Section Groups Stationery and Templates 1. Applying Templates and Stationery 2. Custom Templates 3. Choosing a Default Template Formatting Pages 1. Defining Paper Size and Margins 2. Formatting Page

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Backgrounds 3. Adding a Background Graphic Printing 1. Previewing and Printing  
Sharing Notebooks & Collaborating 1. Saving and Exporting Notebooks to Share 2.  
Creating a Shared Notebook and Inviting Others to Share 3. Sharing Notes in an  
Outlook Meeting Invitation 4. Synching Notebooks 5. Sending Pages in Various  
Formats 6. Author Indicators 7. Finding Newly Added Content with Highlighting 8. Page  
Versions 9. The Notebook Recycle Bin Researching with OneNote 1. Linked Notes 2.  
The Research Pane 3. Translating Text with the Mini Translator Changing OneNote  
Options 1. Customizing the Quick Access Toolbar and Ribbon 2. Changing OneNote  
Options Helping Yourself 1. Using OneNote Help

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading

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the CD files can be found in the ebook.

The quick way to learn Microsoft Word 2016! This is learning made easy. Get more done quickly with Word 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get easy-to-follow guidance from a certified Microsoft Office Specialist Master Learn and practice new skills while working with sample content, or look up specific procedures Create visually appealing documents for school, business, community, or personal purposes Use built-in tools to capture and edit graphics Present data in tables, diagrams, and charts Track and compile reference materials Manage document collaboration and review Fix privacy, accessibility, and compatibility issues Supercharge your efficiency by creating custom styles, themes, and templates

The smart way to learn Office SharePoint Designer 2007—one step at a time! Work at your own pace through the easy numbered steps, practice files on CD, helpful hints, and troubleshooting tips to master the fundamentals of building customized SharePoint sites and applications. You'll learn how to work with Windows SharePoint Services 3.0 and Office SharePoint Server 2007 to create Web pages complete with Cascading Style Sheets, Lists, Libraries, and customized Web parts. Then, make your site really work for you by adding data sources, including databases, XML data and Web services, and RSS feeds. You'll even learn how to create workflows and applications with custom forms, templates, and dashboards to enhance your team's productivity. With STEP BY STEP, you can take just the lessons you need or work from cover to cover. Either way, you drive the instruction, building and practicing the skills you need, just when you need them! Includes an easy-search companion CD with hands-on practice files, a complete eBook, and more! For customers who purchase an ebook version of

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this title, instructions for downloading the CD files can be found in the ebook.

A comprehensive training kit offering a self-paced approach to preparing for the Windows Server Enterprise Administration exam 70-647, this helpful kit covers the fundamentals of planning networks and application services, designing core identity and access management components, upgrading, virtualization strategy, and more, accompanied by more than three hundred review questions and answer explanations on CD-ROM. Original. (Intermediate)  
"This book covers the use of technology and the development of tools to support content exchange, delivery, collaboration and pedagogy used in distance education delivery"--Provided by publisher.

A comprehensive, easy-to-follow overview of the new version of PowerPoint explains how users can create outstanding presentations for the home or office, in a full-color tutorial that explores the latest features of the program and includes step-by-step instructions and a host of sample screenshots that take users through the entire creation process. Original.  
(Beginner/Intermediate)

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.  
Microsoft SharePoint: Building Office 2007 Solutions in VB 2005 is the third edition of Scot Hillier's market-leading SharePoint book. It includes extensive updates from the previous editions, with a complete focus on SharePoint 2007 and its integration with the 2007 Microsoft Office System. This edition also features new approaches for using SharePoint to improve business efficiency, plus new workflow solutions for SharePoint and BizTalk, as well as a brand new chapter on building a SharePoint solution from start to finish.

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A guide to Microsoft Office SharePoint Server 2007 describes how to set up and configure SharePoint Server, ways to collect and store data, how to build lists and libraries, and how to create portals and Web pages.

SharePoint provides a cost-effective, easy-to-implement solution for organizations interested in enhancing team collaboration, document management, and search functionality and in providing a portal to access corporate resources and intranet/extranet environments. The SharePoint 2007 family (consisting of Windows SharePoint Service 3.0 and Microsoft Office SharePoint Server 2007) build upon these features and toolsets and introduce a staggering array of new tools and capabilities that undeniably make SharePoint 2007 an enterprise-class solution. This new edition walks IT professionals, website designers, SharePoint administrators, and SharePoint power users through the design, implementation, and customization process. Exciting new capabilities such as workflow, records management, web content management, business processes, and business intelligence features are covered in depth. Best practices are provided for planning the architecture, scaling to meet the organization's needs, migrating from SharePoint 2003, and managing the farm or multi-farm environment.

The quick way to learn Microsoft Word, Excel, PowerPoint, and OneNote for iPad! This is learning made easy. Get productive fast with every Office for iPad app--plus OneNote, too! Jump in wherever you need answers--brisk lessons and colorful screen shots show you exactly what to do, step by step. Quickly create Word documents by tapping, typing, or dictating Organize and design professional documents of all kinds Visually analyze information in tables, charts, and PivotTables Deliver highly effective presentations in PowerPoint straight from your

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If you're considering the vastly improved 2007 version of SharePoint, this concise, practical and friendly guide will teach you how to get the most from the latest version of Microsoft's information-sharing and collaboration platform. Essential SharePoint 2007 demonstrates how your business can use SharePoint to control documents, structure workflow, and share information over the Web using standard tools business users already know -- Microsoft Office and Internet Explorer. Written in a conversational tone by internationally recognized SharePoint consultant and trainer Jeff Webb, this book helps SharePoint administrators, site owners, and power users quickly gain the skills necessary to perform a wide variety of tasks for intranet and extranet web sites, and explains what's new in SharePoint 2007 for experienced SharePoint 2003 administrators. Essential SharePoint 2007 teaches you how to: Use SharePoint 2007 with Outlook, Word and Excel, and as a document management tool, replacing, for example, shared network drives with libraries Build and customize sites, lists, libraries and web parts for intranets and extranets Use SharePoint 2007 for team communication through blogs, wikis, surveys, and RSS and email alerts Build a SharePoint workflow application Create and program web parts in order to deliver custom services and data to a site Deploy and administer SharePoint 2007 Each chapter ends with a summary of best practices advocated by the author, and the first few chapters of the book are ideal as training materials for end users. Later chapters give developers and administrators tools not

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only to keep company sites running smoothly, but also to customize and extend them. The book also contains several appendices with a glossary of terms and hard-to-find information. Essential SharePoint 2007 is a one-stop task-oriented guide for learning what's necessary to make this tool a vital part of team productivity.

This is the eBook version of the printed book. Access 2007 is tightly integrated with SharePoint. This Short Cut provides readers with everything that they need to know about working with Access 2007 and SharePoint. Topics covered include why SharePoint is important to an Access 2007 developer, how to move your database to a SharePoint site, and how to open and work with SharePoint lists from within Access 2007. It also covers how to integrate with the SharePoint workflow, how to work with SharePoint services off-line, and how to map Access data to SharePoint data. All of these topics are necessary when integrating Access 2007 and SharePoint. Alison Balter has been writing about Access since Access 95. She has written eight books, co-authored two books on Access, and has written one book on Microsoft SQL Server 2005 Express. Her books include Essential Access 95, Alison Balter's Mastering Access 95 Development, Alison Balter's Mastering Access 97 Development, Access 97 Unleashed, Alison Balter's Mastering Access 2000 Development, Alison Balter's Mastering Access 2002 Desktop Development, Alison Balter's Mastering Access 2002 Enterprise Development, Alison Balter's Mastering Office Access 2003 Development, Access 2003 In-a-Snap, Access 2003 in 24 Hours, SQL Server Express in 24 Hours. Alison has over 13 years of practical experience working with Access and Access applications. Her clients' projects range from small end-user projects through enterprise-wide applications. Clients include Archdiocese of Los Angeles, Southern California Edison, Accenture, Prudential Insurance, and the

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International Cinematographer's Guild. Her Access skills are not limited to writing and programming. Alison has also been teaching Access and speaking at conferences for more than 12 years. Her training has included everything from end-user training to corporate training, in both the United States and Canada.

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Section 6: Linking to and Importing from SharePoint Lists

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Section 10: Modifying the Design of an Access Database Stored on a SharePoint Server

Microsoft SharePoint Technologies: Planning, Design and Implementation provides an in-depth examination of the tasks involved in planning, designing and deploying SharePoint in your enterprise. The book examines SharePoint from the user's perspective, the administrator's perspective, and the application developer's perspective and looks at how you can maximize your investment by integrating SharePoint features with Office 2003 and other enterprise applications in your environment. The authors are experienced consultants that have helped many large corporations deploy Microsoft technologies within their enterprise. This book is filled with practical experience and knowledge gained from working with customers in the field.

- \* Complete guide to getting the most out of your SharePoint deployments
- \* Critical techniques for system architects to design and deploy SharePoint Technologies
- \* Features most important issues for day to day efficient management and usage
- \* How to customize and extend your



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SharePoint environment for your own needs

This manual is broken down in Sections and Exercise Tasks that walk you through the functions and features of this application and training level. At the end of each Section is a Review that allows you to practice additional steps that were covered in the Section and will help you better retain the information learned.

Provides information on building and customizing SharePoint sites and creating Web pages and sites using Microsoft Office SharePoint Designer 2007.

Provides information on using Microsoft SharePoint to create Office-compatible Web sites, intranets and portals, and manage business records.

Explore the features, the installation, and the configuration of these seven new servers and gain a conceptual understanding of how your users will be working with them. Forms Server 2007 Groove Server 2007 Communications Server 2007 PerformancePoint Server 2007 Project Portfolio Server 2007 Project Server 2007 SharePoint® Server 2007 for Search Along with the release of Windows Vista and the revamped suite of Office 2007 products, Microsoft has released a line-up of new servers. Exchange Server 2007 and SharePoint® Server 2007 are two of the major players, but there are also seven additional Office 2007 Servers of which you may not be aware that can add productivity to your environment in a variety of ways. Each of the seven servers is unique and requires distinct assessment to determine if your company can benefit from any given server. This book provides you with the knowledge you need to determine the use of each server, the prerequisites and procedures of server installation, the post-installation configuration options so you can set it and forget it, and finally, a look at the client-side applications that interact with the new servers. Detailed information on how to...

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Install each of the seven Office 2007 Servers, including both standalone and server farm installation. Handle post-installation configuration options for each of the seven Office 2007 Servers. Create InfoPath forms to post to your InfoPath Forms Server. Work with the Groove client once your Groove Servers are in place. Communicate more efficiently within your company using a Communications Server and the new Communicator 2007 client. Handle larger projects through Project Professional 2007 with your new Project Server and Project Portfolio Server. Understand Business Intelligence (BI) in order to manage your company's future through PerformancePoint Server. Improve your ability to search for content through your SharePoint Server for Search. J. Peter Bruzzese is an independent consultant and trainer for a variety of clients including CBT Nuggets, New Horizons, and ONLC.com. Over the past ten years Peter has worked for/with Goldman Sachs, CommVault Systems, and Microsoft, to name a few. He focuses on corporate training and has had the privilege of working with some of the best trainers in the business of computer education. In the past he specialized in Active Directory and Exchange instruction, as well as certification training. Peter is a contributor to Redmond Magazine, WindowsITPro magazine, and several tech sites, and a speaker for the MCP TechMentor Conferences. Ronald Barrett is the director of information technology for an accounting and financial services firm, while also serving as chairman for the Technology Executive Committee for CPAmerica, a national CPA network, consisting of 15,000+ professionals.

Market\_Desc: Primary audience: Microsoft Office 2007 and SharePoint 2007 Users at all levels. Secondary audience: Corporate software trainers who need to bridge the gap between Office and SharePoint and introduce and integrate these technologies into their business

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environment Special Features: " The SharePoint Market Just Continues to Grow: With over 75 million licenses sold, SharePoint 2007 is the fastest growing server product in Microsoft's history. Companies will spend \$4.6 billion on Enterprise 2.0 over the next 3 years." Provides Powerful Information Users Seek: Large corporations are performing Microsoft Office SharePoint Services rollouts, and users are inadequately trained and there is very little information available that provides end users with the knowledge needed to tie Office and SharePoint together. Users need this book so they can take advantage of the amazing features included in this platform." Written by an Experienced SharePoint Professional: Martin WP Reid has hands-on experience training end users on Office applications, and he has rolled out SharePoint and Office on a very large scale. He knows exactly what information end users need to successfully take advantage of the extensive features in Microsoft SharePoint and Office. About The Book: This Wrox book is geared toward end users facing the daunting task of mastering MOSS 2007 in the enterprise business environment, this book shows how to make effective use of what can be a confusing array of features. SharePoint is central to the Microsoft Office platform. Organizations use it to share and collaborate on Word, PowerPoint, Access and Excel documents and databases, to organize workflow, to integrate Office documents with line of business applications, to provide search capabilities across all types of documents and data, and to provide these tools internally and externally on web sites for end users. Material covering SharePoint and its interaction with Office is extremely hard to come by, and this book fills that gap. It also serves as a reference manual designed to provide quick access to relevant information. The book teaches end users how to effectively take advantage of this platform through using well-designed examples and explanations that can be easily

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applied in real world situations.

Complete classroom training manuals for Microsoft Access 2016. Three manuals (Introductory, Intermediate, Advanced) in one book. 174 pages and 105 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about relational databases, advanced queries, creating forms, reporting, macros and much more. Topics Covered: Getting Acquainted with Access 1. Creating a New Database 2. Overview of a Database 3. The Access Interface 4. Touch Mode 5. Viewing Database Objects in the Navigation Bar 6. Opening and Closing Databases Creating Relational Database Tables 1. The "Flat File" Method of Data Storage 2. The Relational Model of Data Storage 3. Tips for Creating a Relational Database 4. Creating Relational Database Tables 5. Assigning a Primary Key to a Table Using Tables 1. Using Datasheet View 2. Navigating in Datasheet View 3. Adding Records in Database View 4. Editing and Deleting Records in Datasheet View 5. Inserting New Fields 6. Renaming Fields 7. Deleting Fields Field Properties 1. Setting Field Properties 2. The 'Field Size' Property 3. The 'Format' Property for Date/Time Fields 4. The 'Format' Property for Logical Fields 5. Setting Default Values for Fields 6. Setting Input Masks 7. Setting Up Validation Rules and Responses 8. Requiring Field Input 9. Allowing Zero Length Entries Joining Tables in a Database 1. The Relationships Window 2. Enforcing Referential Integrity 3. Creating Lookup Fields Indexing Tables 1. Indexes 2. Creating Indexes 3. Deleting Indexes Queries 1. Using the Simple Query Wizard 2. Designing Queries 3. Joining Tables in a Query 4. Adding Criteria to the QBE Grid 5. Running A Query 6. How is Using the QBE Grid Writing SQL Code? 7. Sorting Query Results 8. Hiding Fields in a Query 9. Using Comparison Operators 10. Using 'AND' and 'OR' Conditions Advanced Queries 1. Using the

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'BETWEEN...AND' Condition 2. Using Wildcard Characters in Criteria 3. Creating a Calculated Field 4. Creating 'Top Value' Queries 5. Function Queries 6. Parameter Queries Advanced Query Types 1. Make-Table Queries 2. Update Queries 3. Append Queries 4. Delete Queries 5. Crosstab Queries 6. The 'Find Duplicates' Query 7. The 'Find Unmatched' Query Creating Forms 1. Forms Overview 2. The Form Wizard 3. Creating AutoForms 4. Using Forms 5. Form and Report Layout View 6. Form and Report Design View 7. Viewing the Ruler and Gridlines 8. The 'Snap to Grid' Feature 9. Creating a Form in Design View 10. Modifying Form Selections in Design View Form & Report Controls 1. Selecting Controls 2. Deleting Controls 3. Moving and Resizing Controls 4. Sizing Controls 'To Fit' 5. 'Nudging' Controls 6. Aligning, Spacing and Sizing Controls 7. Formatting Controls 8. Viewing Control Properties Using Controls 1. The Controls Group 2. Adding Label Controls 3. Adding Logos and Image Controls 4. Adding Line and Rectangle Controls 5. Adding Combo Box Controls 6. Adding List Box Controls 7. Setting Tab Order Subforms 1. Creating Subforms 2. Using the Subform/Subreport Control Reports 1. Using the Report Wizard 2. Using Basic Reports 3. Creating a Report in Design View 4. Sorting and Grouping Data in Reports 5. Creating Calculated Fields Subreports 1. Creating Subreports Charting Data 1. Using Charts Macros 1. Creating a Standalone Macro 2. Assigning Macros to a Command Button 3. Using Program Flow with Macros 4. Creating Autoexec Macros 5. Creating Data Macros 6. Editing Named Data Macros 7. Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1. Creating a Switchboard Form 2. Creating a Navigation Form 3. Controlling Startup Behavior Advanced Features 1. Getting External Data 2. Exporting Data 3. Setting a Database Password Helping Yourself 1. Using Access Help 2 The Tell Me Bar- 2016 Only

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