



# Microsoft® SharePoint™ 2007

with Windows SharePoint Services 3.0

NEVADA  
LEARNING SERIES™

## QUICK REFERENCE GUIDE

### Getting to Know SharePoint 2007

SharePoint is a Web-based collaboration tool that enables teams to manage and use shared information such as documents, images, news bulletins, surveys, and discussion threads. You can build SharePoint sites that are permanent parts of your team's workflow, or that offer temporary support for short-term projects.

Since SharePoint is highly customizable, the way SharePoint sites look and function can vary significantly. The illustration below shows typical navigation tools.

Top-level site name

Name of displayed site

Type search criteria and then click to select site to search. Click to begin search.

Click for SharePoint help

Click a Site tab to display the site's content.

Click to display all libraries, list items, team discussions, surveys, and sites and workspaces that are part of the active site.

Quick Launch bar. Click any listed item to display its content.

Recycle Bin. See the *What's New?* flap.

Content display area

Click to update user settings

Labels in screenshot: NEVADA TEAM SITE, Home, My Site, View All Site Content, Documents, Shared Documents, Lists, Calendar, Tasks, Discussions, Team Discussion, Sites, My Site, People and Groups, Recycle Bin, Welcome spuser1, This Site: NEVADA TEAM SITE, Site Actions, Announcements, New production models released, 4/23/2007 10:22 AM, Third quarter results exceed target by 18%, 4/23/2007 10:21 AM, Calendar, 7/25/2007 10:31 AM 2007 Sales Meeting, Links, Nevada Learning Series, Google, Add new link, My Settings, Sign in as Different User, Request Access, Sign Out.

### Site Permissions

Your ability to view data, work with files, and access specific areas within SharePoint depends on the permission level you have been assigned by your company. For example, you generally have permission to view, edit, and add content within your My Site area; however, on other team sites or corporate pages you might be restricted to viewing or contributing content.

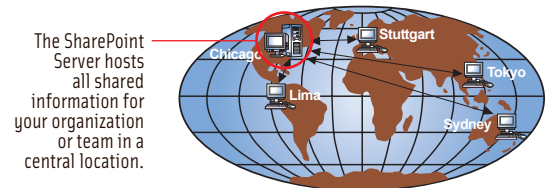
**To view your assigned permission level for a SharePoint area (e.g. document library or list):** navigate to the area, and then click the **Settings** button above the content display. Choose the settings option at the bottom of the drop-down list that appears (e.g. **List Settings**). On the **Customize** page, click **Permissions for this...** in the **Permissions and Management** area.

**Note:** Some permission levels (e.g. **View Only**) do not allow you to determine your permission assignment.

**To request a change to your permission level for a SharePoint area:** contact your SharePoint administrator.

### How a SharePoint Site Works

Working with SharePoint is similar to working with shared resources and documents in a network folder. However, unlike a shared network folder, SharePoint is a customizable virtual workspace that you can access through a Web browser – such as Internet Explorer. You enter the site by browsing to the assigned address and typing your password.



## TABLE OF CONTENTS

### My Site and Alerts

- Customizing My Site
- Adding Profile Information
- Modifying My Home
- Creating an Alert
- Editing an Alert
- Removing an Alert

### Working with Documents

- Creating Documents
- Uploading Documents
- Opening and Editing Documents
- Checking Documents Out & In
- Using Version Tracking

### Collaboration Tools

- Creating Document Libraries
- Creating Lists
- Deleting a List or Library
- Creating and Using Discussion Boards
- Creating and Using Surveys

### Web Pages and Workflows

- Creating a Basic Web Page
- Creating a Document or Project Workspace
- Creating a Workflow
- Starting a Workflow
- Reviewing Workflow Status

### Calendar & Integration with Microsoft Office

- Viewing and Creating Appointments
- Creating Meeting Workspaces
- Opening and Saving Shared Documents with MS Office

★ New in SharePoint 2007!

The Original Quick Reference Guides

...plus Shortcut and New Feature Flap!