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About This Clinic

This section provides you with a brief description of the clinic, audience, suggested prerequisites, and clinic objectives.

Description

At the end of this one-day clinic, the students will have a high-level understanding of the features and technologies available in Microsoft® Office SharePoint® Server 2007. This clinic describes the design goals and features of Office SharePoint Server 2007. The features explained include enterprise content management, portals, and Search. In addition, building business solutions using Office SharePoint Server 2007 is discussed.

Audience

The primary audience for this clinic is the IT Professional who generally works with both Microsoft Windows® and Office technologies. The types of duties that are typical of this IT Pro are admin and support duties—for example, planning and deployment of Office server products in a Windows environment; configuration and security administration; and updates of Office upgrades and/or patches. The target audience for this clinic is IT Pros that want an overview of what Microsoft Office SharePoint Server 2007 is and how to deploy it.

Student prerequisites

This clinic requires that students meet the following prerequisites:

- 1 year experience with Office system technologies
- 1 year experience with Windows client and server operating systems
- Experience installing, configuring, and supporting Microsoft Office technologies
- Working knowledge of Windows SharePoint Services 3.0

Objectives

After completing this clinic, the student will be able to:

- Describe the design goals and features of Office SharePoint Server 2007
- Describe how to manage documents and Web content using Office SharePoint Server 2007
- Describe the Office SharePoint Server 2007 features for organizing and finding resources.
- Describe how to implement business solutions using Office SharePoint Server 2007

Document Conventions

The following conventions are used in clinic materials to distinguish elements of the text.

Convention	Use
Bold	Represents commands, command options, and syntax that must be typed exactly as shown. It also indicates commands on menus and buttons, dialog box titles and options, and icon and menu names.
<i>Italic</i>	In syntax statements or descriptive text, indicates argument names or placeholders for variable information. Italic is also used for introducing new terms, for book titles, and for emphasis in the text.
Title Capitals	Indicate domain names, user names, computer names, directory names, and folder and file names, except when specifically referring to case-sensitive names. Unless otherwise indicated, you can use lowercase letters when you type a directory name or file name in a dialog box or at a command prompt.
ALL CAPITALS	Indicate the names of keys, key sequences, and key combinations—for example, ALT+SPACEBAR.
<code>monospace</code>	Represents code samples or examples of screen text.
[]	In syntax statements, enclose optional items. For example, <code>[filename]</code> in command syntax indicates that you can choose to type a file name with the command. Type only the information within the brackets, not the brackets themselves.
{ }	In syntax statements, enclose required items. Type only the information within the braces, not the braces themselves.
	In syntax statements, separates an either/or choice.
►	Indicates a procedure with sequential steps.
...	In syntax statements, specifies that the preceding item may be repeated.
.	Represents an omitted portion of a code sample.
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