

SharePoint 2007

Training Reference Guide – Document Libraries

Overview

Microsoft SharePoint is an excellent tool that has many uses, but we will take advantage of its collaboration and document management functionality. The Microsoft training links below illustrate the basic functions required to effectively use SharePoint for document management. SharePoint's preferred browser is Internet Explorer for full functionality.

Self-paced Training Links

[Why document libraries?](#)

Ready to share files?

[What is a document library?](#)

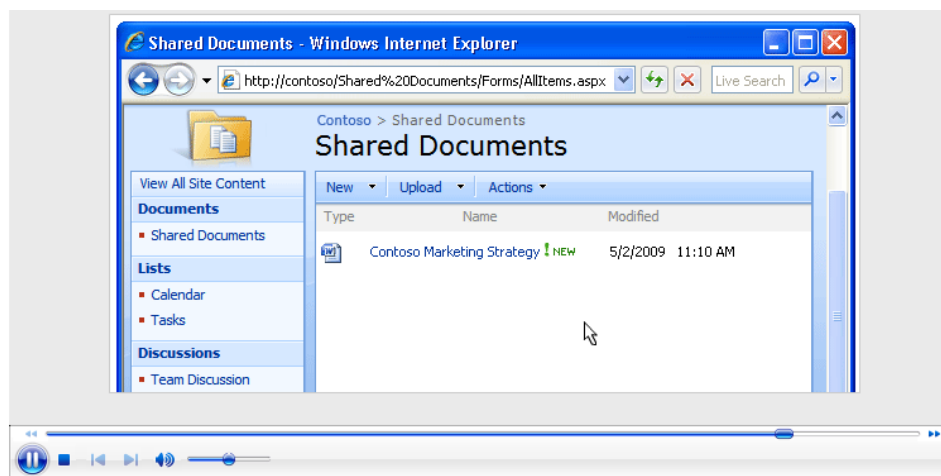
An example of a document library.

[How to save a file to a library](#)

An animation on how to save a Word 2007 file to a library.

[How to upload files to a library](#)

An animation on how to upload files using the Web browser.

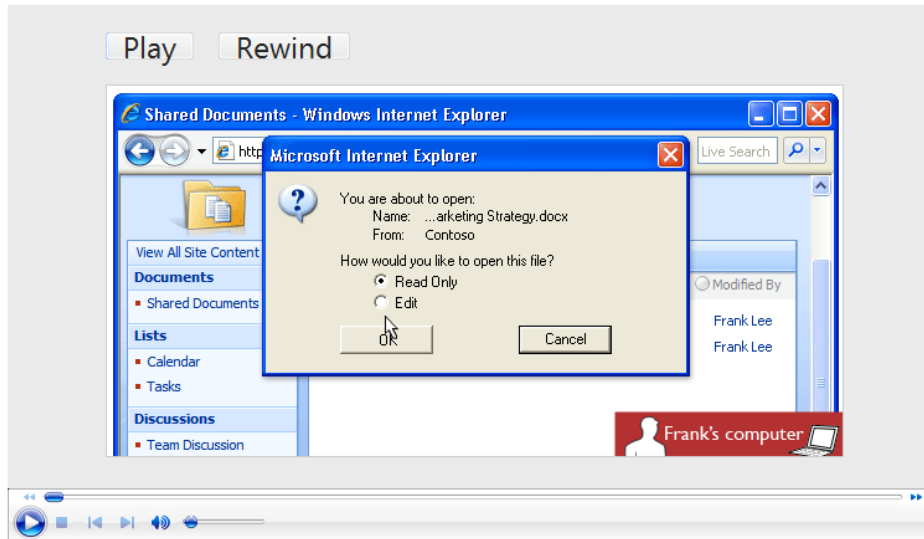


[How to edit a file](#)

An animation on how to open and edit a Word, Excel, or PowerPoint 2007 file.

[People can edit, one at a time](#)

An animation that shows how people can collaborate on a document, one at a time.



[When you don't take turns](#)

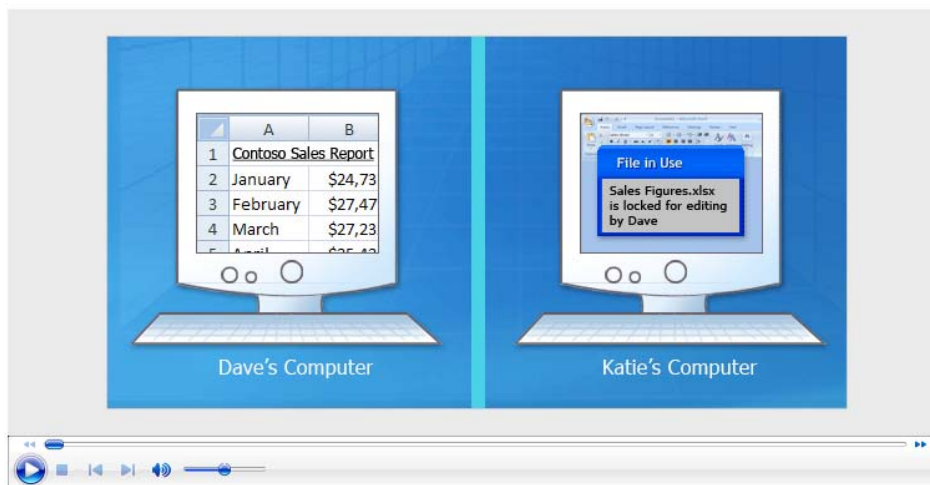
An animation that shows what happens when two people try to edit at the same time.

[Avoid locking the file by closing it](#)

How to close a file and avoid locking out others.

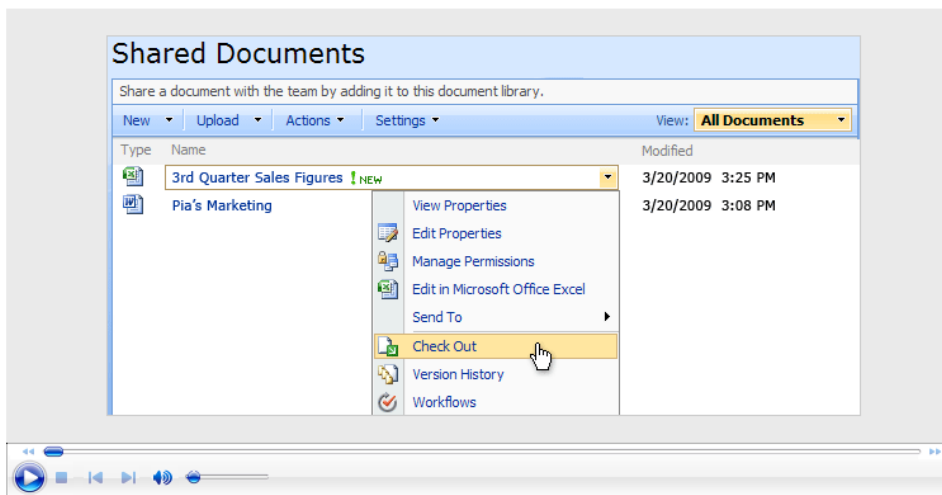
[When you don't close a file](#)

Dave has locked Katie out of this file.



How to check out a file

How to check out a file.



Avoid locking the file unnecessarily

Another way to avoid locking a file is to open it as Read Only.

Test yourself

Complete the following test so you can be sure you understand the material. Your answers are private, and test results are not scored.

Additional Information

Document Libraries - Full URL:

<http://office.microsoft.com/en-us/sharepoint-server-help/why-document-libraries-RZ010234528.aspx?section=2>

All Training Courses - Full URL:

<http://office.microsoft.com/en-us/training/sharepoint-server-2007-training-courses-HA010235858.aspx>

Note:

If you have any questions, comments or issues please contact the SharePoint Administrator Ayinde Johnson. (ayindejohnson@gmail.com / ayinde.johnson@famuedu.edu)