

Advanced Applications of SharePoint 2007

What You Will Learn.....	1
Creating and Using Site Columns.....	2
Creating a Site Column.....	2
Using the Site Column in a List.....	5
Exercise 1: Creating Site Columns	7
Working with Content Types.....	8
Managing Content Types in a List or Library	8
Adding Content Types to the Library	9
Modifying Content Type Options.....	11
Changing the Order of Content Types	13
Creating a Site Content Type.....	14
Using a Custom Site Content Type in a Document Library	17
Exercise 2: Working with Content Types.....	22
Creating Workflows.....	23
Understanding the Built-In Workflow Templates	23
Enabling the Built-In Workflows.....	24
Implementing a Document Review Process	25
Starting the Workflow.....	29
Reviewing Workflow Tasks	31
Viewing the Workflow Status and History	32
Modifying the Workflow (Starting the Workflow Automatically).....	33
Exercise 3: Using Workflows	35
Using Filter Web Parts to Filter Lists	36
Understanding the Filter Web Parts.....	37
Using a Text Filter to Filter Content.....	38
Using a SharePoint List Filter.....	41
Using Web Part Connections to Display Related Data in SharePoint Lists	46
Exercise 4: Filtering Web Parts	49
Using the Content Query Web Part to Compile Site Content.....	50
Activating the Publishing Infrastructure for the Site Collection	50
Adding a Content Query Web Part	52
Adding a Custom Web Part to the Gallery	54

Understanding Audience Targeting and the Current User Filter	57
Giving Users Permission to View the Site (Review).....	57
Creating a New SharePoint Group for Audience Targeting	58
Using Audience Targeting to Display a Web Part.....	59
Enabling Audience Targeting for a List or Library	60
Using a Content Query Web Part to Display Targeted List Items.....	62
Using Profiles in Audience Targeting.....	63
Using a Current User Filter to Filter Page Content.....	65
Exercise 5: Targeting Audiences	67
Searching for SharePoint Content.....	68
Using the Default Search Features.....	68
Creating and Using a Custom Search Center.....	68
Adding Search Scopes	71
Adding Keywords and Best Bets	73
Saving Your Site as a Template.....	76
Creating a New Site Template	76
Using a Custom Template for Subsite Creation	79
Viewing and Managing Custom Site Templates	80
Adding a Workflow to a Content Type.....	81
Appendix A: Self-Service Site Creation.....	86
Appendix B: Solutions to Exercises	88