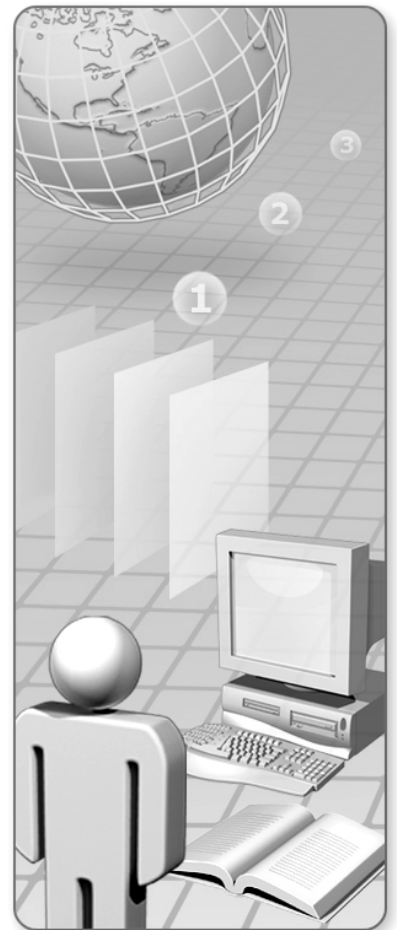


Introduction

Contents

Introduction	1
Clinic Materials	2
Prerequisites	3
Clinic Outline	4
Microsoft Learning	5
Microsoft Certification Program	7
Facilities	10



Information in this document, including URL and other Internet Web site references, is subject to change without notice. Unless otherwise noted, the example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious, and no association with any real company, organization, product, domain name, e-mail address, logo, person, place or event is intended or should be inferred. Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Microsoft Corporation.

The names of manufacturers, products, or URLs are provided for informational purposes only and Microsoft makes no representations and warranties, either expressed, implied, or statutory, regarding these manufacturers or the use of the products with any Microsoft technologies. The inclusion of a manufacturer or product does not imply endorsement of Microsoft of the manufacturer or product. Links are provided to third party sites. Such sites are not under the control of Microsoft and Microsoft is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. Microsoft is not responsible for webcasting or any other form of transmission received from any linked site. Microsoft is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of Microsoft of the site or the products contained therein.

Microsoft may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Microsoft, the furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property.

© 2006 Microsoft Corporation. All rights reserved.

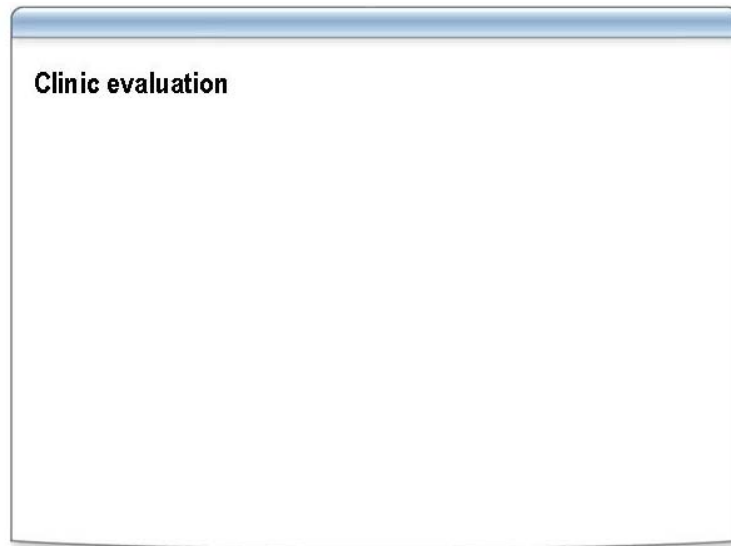
Microsoft, Active Directory, Excel, FrontPage, InfoPath, MS-DOS, MSN, OneNote, Outlook, PivotChart, PivotTable, PowerPoint, SharePoint, Visio, Visual Studio, Win32, Windows, Windows Media, Windows NT, Windows Server, And Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

All other trademarks are property of their respective owners.

Introduction

- 
- **Name**
 - **Company affiliation**
 - **Title/function**
 - **Job responsibility**
 - **Networking experience**
 - **Windows SharePoint Services experience**
 - **Microsoft Office System experience**
 - **Expectations for the clinic**
-

Clinic Materials

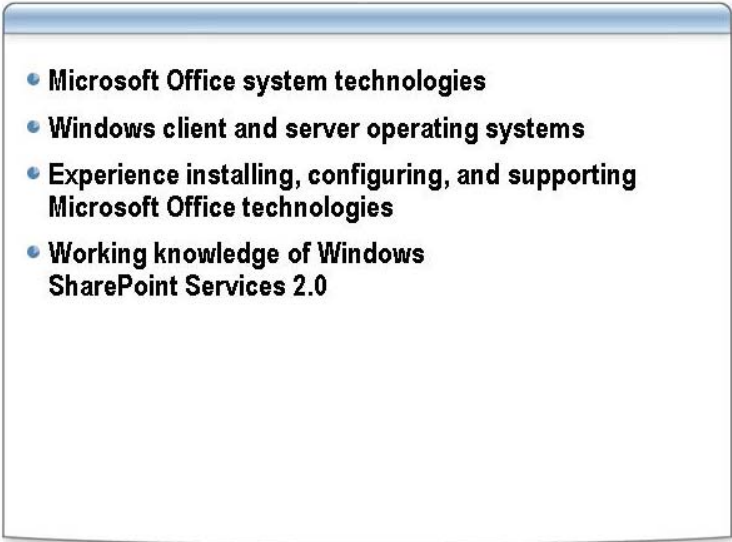


The following materials are included with your kit:

- *Clinic evaluation.* To provide feedback on the clinic, training facility, and instructor, you will have the opportunity to complete an online evaluation near the end of the clinic.

To provide additional comments or feedback on the clinic, send e-mail to support@mscourseware.com. To inquire about the Microsoft® Certified Professional program, send e-mail to mcp@help@microsoft.com.

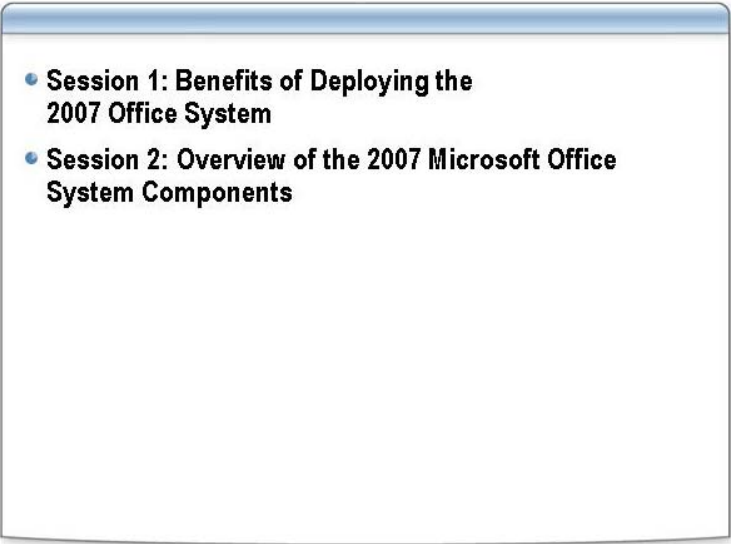
Prerequisites

- 
- **Microsoft Office system technologies**
 - **Windows client and server operating systems**
 - **Experience installing, configuring, and supporting Microsoft Office technologies**
 - **Working knowledge of Windows SharePoint Services 2.0**

This clinic requires that you have general knowledge and competence in managing the Microsoft Windows® Server™ 2003 environment, and it requires that you have the following knowledge of and experience with the following:

- Microsoft Office system technologies
- Microsoft Windows client and server operating systems
- Experience installing, configuring, and supporting Microsoft Office technologies
- Working knowledge of Microsoft Windows SharePoint® Services 2.0 is recommended

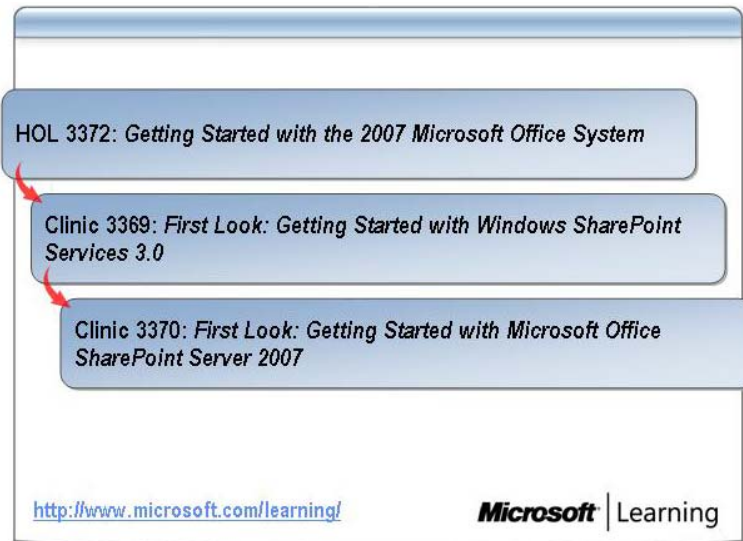
Clinic Outline

- 
- **Session 1: Benefits of Deploying the 2007 Office System**
 - **Session 2: Overview of the 2007 Microsoft Office System Components**

Session 1, “Benefits of Deploying the 2007 Office System,” provides information about how the 2007 Office system can address the challenges of information management within an organization. Throughout the discussion a general overview of new features related to the 2007 Office System is demonstrated.

Session 2, “Overview of the 2007 Microsoft Office System Components,” provides information about the client and server-based components that make up the 2007 Office System. This session also demonstrates new features related to both the client and server components of the 2007 Office System.

Microsoft Learning



Introduction

Microsoft Learning develops Official Microsoft Learning Products for computer professionals who design, develop, support, implement, or manage solutions by using Microsoft products and technologies. These learning products provide comprehensive, skills-based training in instructor-led and online formats.

Additional recommended learning products

Each learning product relates in some way to another learning product. A related learning product may be a prerequisite, a follow-up in a recommended series, or a learning product that offers additional training.

It is recommended that you take the following learning products in this order:

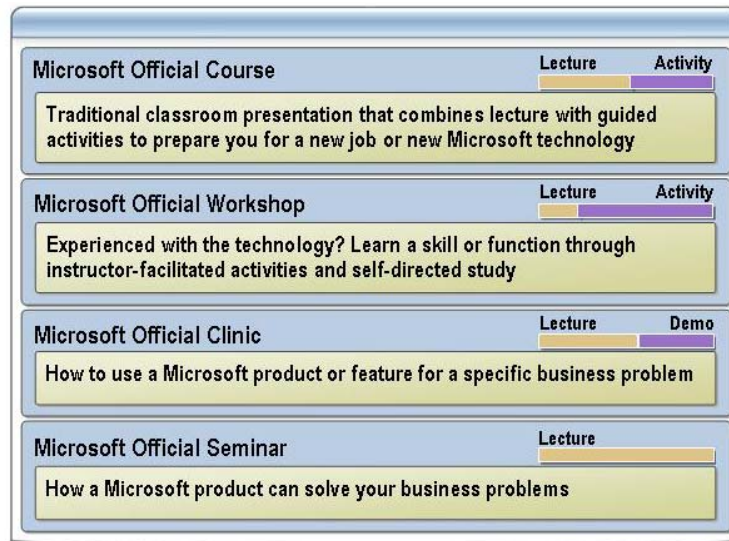
- HOL 3372: *First Look: Getting Started with the 2007 Microsoft Office System*
- Clinic 3369: *First Look: Getting Started with Windows® SharePoint® Services 3.0*
- Clinic 3370: *First Look: Getting Started with Microsoft Office SharePoint Server 2007*

Other related learning products may become available in the future, so for up-to-date information about recommended learning products, visit the Microsoft Learning Web site.

Microsoft Learning information

For more information, visit the Microsoft Learning Web site at <http://www.microsoft.com/learning/>.

Microsoft Learning Product Types



Microsoft Learning offers four instructor-led product types. Each type is specific to a particular audience type and level of experience. The different product types also tend to suit different learning styles. These types are as follows:

- Microsoft Official Courses are for information technology (IT) professionals and developers who are new to a particular product or technology and for experienced individuals who prefer to learn in a traditional classroom format. Courses provide a relevant and guided learning experience that combines lecture and practice to deliver thorough coverage of a Microsoft product or technology. Courses are designed to address the needs of learners engaged in planning, design, implementation, management, and support phases of the technology adoption lifecycle. They provide detailed information by focusing on concepts and principles, reference content, and in-depth, hands-on lab activities to ensure knowledge transfer. Typically, the content of a course is broad, addressing a wide range of tasks necessary for the job role.
- Microsoft Official Workshops are for knowledgeable IT professionals and developers who learn best by doing and exploring. Workshops provide a hands-on learning experience by using Microsoft products in a safe and collaborative environment based on real-world scenarios. Workshops are the learning products where students learn by doing through scenario and through troubleshooting hands-on labs, targeted reviews, information resources, and best practices, with instructor facilitation.
- Microsoft Official Clinics are for IT professionals, developers and technical decision makers. Clinics offer a detailed “how to” presentation that describes the features and functionality of an existing or new Microsoft product or technology, and showcases product demonstrations and solutions. Clinics focus on how specific features will solve business problems.
- Microsoft Official Seminars are for business decision makers. Through featured business scenarios, case studies, and success stories, seminars provide a dynamic presentation of early and relevant information on Microsoft products and technology solutions that enable decision makers to make critical business decisions. Microsoft Official Seminars are concise, engaging, direct-from-the-source learning products that show how emerging Microsoft products and technologies help our customers serve their customers.

Microsoft Certification Program



Introduction

Microsoft Learning offers a variety of certification credentials for developers and IT professionals. The Microsoft Certified Professional (MCP) program is the leading certification program for validating your experience and skills, keeping you competitive in today's changing business environment.

MCP certifications

The MCP program includes the following certifications.

- **MCDST on Microsoft Windows XP**

The Microsoft Certified Desktop Support Technician (MCDST) certification is designed for professionals who support end users and successfully troubleshoot desktop environments running on the Microsoft Windows operating system.

- **MCSA on Microsoft Windows Server™ 2003**

The Microsoft Certified Systems Administrator (MCSA) certification is designed for professionals who implement, manage, and troubleshoot existing network and system environments based on the Windows Server 2003 platform. Implementation responsibilities include installing and configuring parts of the systems. Management responsibilities include administering and supporting the systems.

- **MCSE on Windows Server 2003**

The Microsoft Certified Systems Engineer (MCSE) credential is the premier certification for professionals who analyze the business requirements and design and implement the infrastructure for business solutions based on the Windows Server 2003 platform. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

- **MCAD**

The Microsoft Certified Application Developer (MCAD) for Microsoft .NET credential is appropriate for professionals who use Microsoft technologies to develop and maintain department-level applications, components, Web or desktop clients, or back-end data services or who work in teams developing enterprise applications. The credential covers job tasks ranging from developing to deploying and maintaining these solutions.

- **MCSD**

The Microsoft Certified Solution Developer (MCSD) credential is the premier certification for professionals who design and develop leading-edge business solutions with Microsoft development tools, technologies, platforms, and the Windows DNA architecture. The types of applications MCSDs can develop include desktop applications and multi-user, Web-based, N-tier, and transaction-based applications. The credential covers job tasks ranging from analyzing business requirements to maintaining solutions.

- **MCDBA on Microsoft SQL Server™ 2000**

The Microsoft Certified Database Administrator (MCDBA) credential is the premier certification for professionals who implement and administer SQL Server databases. The certification is appropriate for individuals who derive physical database designs, develop logical data models, create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, monitor and optimize databases, and install and configure SQL Server.

- **MCP**

The Microsoft Certified Professional (MCP) credential is for individuals who have the skills to successfully implement a Microsoft product or technology as part of a business solution in an organization. Hands-on experience with the product is necessary to successfully achieve certification.

- **MCT**

Microsoft Certified Trainers (MCTs) demonstrate the instructional and technical skills that qualify them to deliver Microsoft Learning Products through Microsoft Certified Technical Education Centers (Microsoft CTECs).

Certification requirements

Requirements differ for each certification category and are specific to the products and job functions addressed by the certification. To become a Microsoft Certified Professional, you must pass rigorous certification exams that provide a valid and reliable measure of technical proficiency and expertise.



Note For additional information see the Microsoft Learning Web site at <http://www.microsoft.com/learning>.

You can also send e-mail to mcphelp@microsoft.com if you have specific certification questions.

Acquiring the skills tested by an MCP exam

Official Microsoft Learning Products can help you develop the skills that you need to do your job. They also complement the experience that you gain while working with Microsoft products and technologies. However, no one-to-one correlation exists between the learning products and MCP exams. Microsoft does not expect or intend for learning products to be the sole preparation method for passing MCP exams. Practical product knowledge and experience are also necessary to pass MCP exams.

To help prepare for MCP exams, use the preparation guides that are available for each exam. Each Exam Preparation Guide contains exam-specific information, such as a list of the topics on which you will be tested. These guides are available on the Microsoft Learning Web site at <http://www.microsoft.com/learning/>.

Facilities

