

SHAREPOINT 2007 – DEFAULT TEAM SITE ELEMENTS

Title Logo – can change this under Title, Description and Navigation.

Global Navigation – to determine where you are in the site collection.

Tab – click this to get back to your landing page.

Search Scope – specify where you want to search.

Login Details – who you are logged in as, you can sign out and in here.

My Site – your private space and profile.

My Links – lists all the sites you have access to.

Help – but rather do an internet search, built in help not great.

View All Site Content – similar to a site map, displays all lists, libraries and sites, also access to 'Create' option.

Shared Documents – sample library only, delete it and create your own.

People and Groups – manage access to your site from here, don't remove this link.

Recycle Bin – content will be stored here for 30 days and thereafter in the server recycle bin for a further 30 days.

Quick Launch – visible regardless of where you are in your site, quick access to lists and libraries, links are editable.

Landing Page – your 'real estate', made up of web parts. Default web parts are Announcements, Calendar, Links and Site Image. Page is completely editable.

Search Box – to search for all indexed content.

Site Actions – where all maintenance and administration is carried out, edit the page from here as well as create a new site.

Site Image – default logo, can be changed. Or replace with a Content Editor Web Part.

The screenshot shows a SharePoint 2007 team site for 'Veronique'. The top navigation bar includes 'Veronique', 'Welcome LitwareInc Administrator', 'My Site', and 'My Links'. A search box is located below the navigation bar. The left sidebar (Quick Launch) contains 'View All Site Content', 'Documents', 'Lists', 'Discussions', 'Sites', 'People and Groups', and 'Recycle Bin'. The main content area features 'Announcements', 'Calendar', 'Links', and 'Site Image' web parts. The 'Site Actions' menu is visible in the top right corner.