



Windows SharePoint Services 3.0 Essentials

Course Specifications

Course length: 2.0 day(s)

Course Description

You will learn the essentials for creating and managing SharePoint sites and Web Parts, including working with lists and libraries. You'll also learn how to work with collaboration features to create surveys, discussion boards, wikis, and blogs.

Course Objective: You will create a virtual team Web site to enable information sharing between project team or department members.

Target Student: Persons with Microsoft Office experience, who are in a finance, operations, sales, or human resources areas and responsible for establishing a team Web site for projects that allow information sharing between team or department members.

Prerequisites: You will need experience with an Internet browser product, as well as power user experience in any application in the Microsoft Office Suite. Information management experience is also helpful.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Build your own SharePoint site.
 - Create lists and libraries to store information.
 - Add discussion boards, wikis, and blogs.
 - Set up Document and Meeting Workspaces for easy collaboration.
 - Use Surveys and Discussion Boards to facilitate team communication.
 - Customize pages with Web Parts.
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Course Content

Chapter 1: Introduction to Windows SharePoint Services

What is Windows SharePoint Services?
Versions of Windows SharePoint Services
Microsoft Office Integration with Windows SharePoint Services
Microsoft SharePoint Products and Technologies

Chapter 2: Navigating a SharePoint Site

Navigating the Home Page, Site and Site Hierarchy
Browsing Lists and Document Libraries
Customizing the Navigation Area and Panels
Understanding Web Part Pages
Using the Recycle Bin

Chapter 3: Creating and Managing Sites

Creating Sites
Managing Site Users and Permissions
Creating a Child Workspace
Managing Site Features
Deleting a Site

Chapter 4: Working with Lists

Creating a New List
Adding, Editing and Deleting List Items
Restoring a List Item from the Recycle Bin
Adding, Editing and Deleting List Columns
Sorting, Filtering and Working with List Views
Setting Up Alerts
Sorting and Filtering a list
Deleting a List

Chapter 5: Creating and Managing Libraries

Creating Document, Form and Picture Libraries
Adding Documents and Pictures
Checking Documents In and Out
Working with Version History
Deleting Documents
Working with Workflows

Chapter 6: Working with Meeting Workspaces

Creating a Meeting Workspace
Adding Objectives, Agendas and Attendees to a Meeting Workspace
Adding a Things To Bring List
Adding a Web Part to the More Page Tab

Chapter 7: Working with Surveys and Discussion Boards

Creating a Survey
Responding to a Survey
Viewing the Results of a Survey
Creating and Using a Discussion Board

Chapter 8: Working with Wikis and Blogs

Understanding Wikis
Creating a New Wiki Page Library
Creating a New Wiki Page
Linking and Versioning
Understanding Blogs
Creating a Blog Site
Creating a Blog Post
Adding a Blog Comment

Chapter 9: Working with Web Parts

Web Parts and Web Part Pages
Removing a Web Part
Adding a Web Part from a Web Part Gallery
Customizing a Web Part by Using the Web Part Tool Pane
Customizing a Home Page by Using Web Parts
Creating a New Web Part Page by Using a Browser