

# Microsoft Windows SharePoint Services 3.0: Level 1

Course length: 2.0 day(s)

## Course Description

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site.

## Target Student:

This course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website.

## Prerequisites

To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- Any or all of the courses in the Microsoft Office 2007 curriculum and power user experience with at least one.
- Experience accessing information via a web browser.

## 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:

- Examine collaboration technology and Windows SharePoint Services 3.0 team sites.
- Work with lists.
- Work with libraries.
- Communicate with team members.
- Work remotely with SharePoint content.
- Customize your SharePoint environment.
- Create a team site.
- Perform basic site administration.

## Course Content

### Lesson 1: Understanding Windows SharePoint Services 3.0

Introduction to Windows SharePoint Services  
The Windows SharePoint Services Team Site

### Lesson 2: Working with Lists

Add List Items  
Modify List Items  
Change a List View  
Create a Personal View

### Lesson 3: Working with Libraries

Add Documents to a Library  
Create Wiki Pages  
Open and Edit Library Files

#### **Lesson 4: Communicating with Team Members**

Participate in a Discussion Board  
Contribute to Blogs  
Collaborate via the People and Groups List

#### **Lesson 5: Working Remotely with SharePoint Content**

View SharePoint Content from Mobile Devices  
Work with SharePoint Content Offline in Microsoft Office 2007

#### **Lesson 6: Customizing Your SharePoint Environment**

Customize Personal and Regional Settings  
Create an Alert  
Subscribe to an RSS Feed  
Create a Personal Page View with Web Parts  
Request Access to SharePoint Resources

#### **Lesson 7: Creating a Team Site**

Create a Site  
Create a Workspace  
Add a List  
Create a Public View  
Add a Library  
Create a Survey  
Grant Access to a SharePoint Site

#### **Lesson 8: Performing Basic Site Administration**

Manage Users and Groups  
Manage Site Look and Feel  
Perform Basic Content Management