

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