

# Microsoft Windows SharePoint Services 3.0: Level 2

Course length: 2.0 day(s)

## Course Description

In your previous experience, you have used the features of a WSS team site and you have also performed some basic administration of WSS team sites as a site owner. Once you have mastered these basic skills, your job might require you to perform more advanced administration of sites you own, or even administer multiple sites and the SharePoint Services environment as a whole. In this course, you will manage team sites as a site owner and as a SharePoint Services administrator.

## Course Objective

You will manage team sites as a site owner and as a SharePoint Services administrator.

## Target Student

This course is designed for existing SharePoint site owners with basic SharePoint administrative skills who need to perform more advanced site owner or site administrator tasks. For example, it could be an IT manager who is already familiar with website administration and who is now responsible for managing and administering a Windows SharePoint Services site, or it could be an individual who is responsible for managing and administering a team site.

## Prerequisites

Some familiarity with basic Windows server concepts and Internet Information Server (IIS) is highly recommended. In addition, the following Element K course or equivalent experience is required:

- Microsoft Windows SharePoint Services 3.0: Level 1

## 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:

- Manage a site collection.
- Manage basic site collection components.
- Manage lists.
- Manage a discussion board.
- Manage document libraries.
- Manage a form library.
- Manage site access permissions.
- Manage WSS content.
- Manage a workflow.
- Work with indexing and searching.
- Manage a SharePoint application using Central Administration.
- Manage security options in WSS.
- Manage site usage.
- Perform site maintenance.

## Course Content

### Lesson 1: Creating Site Collections

Identify the Planning Process of a Site Collection  
Create a Site Collection

### Lesson 2: Managing Basic Site Collection Components

Brand a Site Collection  
Manage a Web Part Gallery

### **Lesson 3: Managing Lists**

- Create an Issue Tracking List
- Create a Project List
- Apply Formulas and Functions to a list Column
- Create a Custom List
- Customize List Settings
- Create a Project Task List

### **Lesson 4: Managing Discussion Boards**

- Create a Discussion Board
- Customize Existing Discussion Boards
- Set Email Feedback to Discussion Boards

### **Lesson 5: Managing Document Libraries**

- Create a Document Library
- Create Library Templates
- Monitor Library Usage
- Organize Documents in a Library
- Apply Document Versioning
- Share Documents

### **Lesson 6: Managing Form Libraries**

- Create a Form Library
- Modify Form Libraries
- Customize Form Templates Using InfoPath
- Add Forms to a Form Library

### **Lesson 7: Managing Site Access Permission**

- Assign Group Permissions
- Manage User Permissions
- Identify Authentication Modes
- Set Site Level Security

### **Lesson 8: Managing WSS Content**

- Create a Content Type
- Apply Content Types in a List

### **Lesson 9: Managing Workflows**

- Add a Workflow
- Run a Workflow

### **Lesson 10: Working With Indexing and Searching**

- Index List Content
- Enable Search Options

### **Lesson 11: Using Central Administration**

- Use Central Administration
- Add Administrative Tasks

### **Lesson 12: Managing Security Options in WSS**

- Set Web Part Security
- Set Antivirus Options
- Manage Blocked File Types
- Explore Authentication Modes

**Lesson 13: Managing Site Usage**

Set Site Collection Quotas and Locks  
Monitor Site Usage

**Lesson 14: Managing Site Maintenance**

Recover Lost Information  
Perform a Backup  
Restore a Backup

**Appendix A: Additional SharePoint Reference Material****Appendix B: Permission Categories****Appendix C: File Types That Cannot be Added to a List or a Library**